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SUPPLEMENT

TO THE

POSTAL LAWS AND REGULATIONS

OF THE

UNITED STATES OF AMERICA.

---

EDITION OF 1902.

IN EFFECT MARCH 4, 1907.

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COMPILED AND EDITED UNDER THE DIRECTION OF  
THE POSTMASTER-GENERAL.

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WASHINGTON:  
GOVERNMENT PRINTING OFFICE,  
1907.



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SUPPLEMENT

TO THE

POSTAL LAWS AND REGULATIONS

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ORDER No. 195.]

OFFICE OF THE POSTMASTER-GENERAL,  
*Washington, D. C., March 4, 1907.*

This Supplement to the Postal Laws and Regulations, edition of 1902, containing all the amendments thereto which have been promulgated since April 1, 1902, the new regulations governing the rural delivery service hereby promulgated, and the acts of Congress relating to the Post-Office Department and the postal service which have been passed since the date mentioned and which are now in force, shall take effect and be known as the "Supplement of 1907" from and after this date.

All regulations in conflict therewith are hereby superseded and abrogated.

GEO. B. CORTELYOU,  
*Postmaster-General.*

### EXPLANATORY NOTE.

In this Supplement only such paragraphs of sections as have been amended are included, unless otherwise stated. Therefore all other paragraphs under sections which have been amended found in the edition of 1902, Postal Laws and Regulations, remain in force. For example, the number of section 258, with its marginal note, is stated for the purpose of showing the section under which a paragraph has been amended. The section (paragraph 1) is not stated, for the reason that there is no amendment of it. Paragraph 3 is stated for the reason that the amendment occurs with reference to that paragraph. Paragraphs 2, 4, and 5, as found in the edition of 1902, are not stated or mentioned, because they are not amended. They therefore remain in force, as does paragraph 1. There are a few instances where the amendment is in effect the omission of a paragraph. In such cases the fact that the paragraph is omitted is merely stated.

All officers and employees of the Post-Office Department and the postal service who are supplied with the edition of 1902, Postal Laws and Regulations, should make appropriate notations opposite the sections contained therein which are amended, in order that the amendments as stated herein may not be overlooked.



# TITLE ONE.

## POST-OFFICE DEPARTMENT AND POSTAL SERVICE.

### CHAPTER 1.

#### ESTABLISHMENT AND ORGANIZATION OF THE POST-OFFICE DEPARTMENT.

#### II.—OFFICERS OF, AND CONNECTED WITH, THE POST-OFFICE DEPARTMENT.

**Sec. 6.** The act of June 22, 1906, making appropriations for the legislative, executive, and judicial expenses of the Government, and the act of June 26, 1906, making appropriations for the service of the Post-Office Department, provide for the following officers in the Post-Office Department:

Other officers of the Post-Office Department.

See R. S. secs. 393, 394, 400; 1906, June 22, ch. 3514; 1906, June 26, ch. 3546; 34 Stat. L., 436, 437, 438, 439, 467-478.

Office of the Postmaster-General.

In the Office of the Postmaster-General:

Chief clerk and superintendent of Post-Office Department building.

Private secretary to the Postmaster-General.

Disbursing clerk.

Appointment clerk.

Clerk, assistant to chief clerk.

Chief inspector.

Chief clerk to chief inspector.

Purchasing Agent.

Chief clerk to Purchasing Agent.

Assistant Attorney-General.

Assistant attorney.

Assistant attorney.

Law clerk.

In the Office of the First Assistant Postmaster-General:

Office of the First Assistant Postmaster-General.

Chief clerk.

Superintendent Division of Salaries and Allowances.

Assistant superintendent Division of Salaries and Allowances.

Chief Division of Correspondence.

Chief Division of Appointments.

Chief Division of Bonds and Commissions.

Superintendent Division of City Delivery.

Assistant superintendent Division of City Delivery.

Office of the Second Assistant Postmaster-General.

In the Office of the Second Assistant Postmaster-General:  
 Chief clerk.  
 Superintendent Division of Railway Adjustments.  
 Assistant superintendent Division of Railway Adjustments, and law clerk.  
 Superintendent Division of Foreign Mails.  
 Assistant superintendent Division of Foreign Mails with headquarters in New York, N. Y.  
 Chief clerk Division of Foreign Mails.  
 Chief Division of Contracts.  
 Chief Division of Mail Equipment.  
 General superintendent Division of Railway Mail Service.  
 Assistant general superintendent Division of Railway Mail Service.  
 Chief clerk Division of Railway Mail Service.  
 Assistant chief clerk Division of Railway Mail Service.

Office of the Third Assistant Postmaster-General.

In the Office of the Third Assistant Postmaster-General:  
 Chief clerk.  
 Superintendent Division of Stamps.  
 Superintendent Division of Finance.  
 Assistant superintendent Division of Finance.  
 Superintendent Division of Classification.  
 Four special agents Division of Classification.  
 Chief Division of Redemption.  
 Superintendent Division of Registered Mails.  
 Six assistant superintendents Division of Registered Mails.  
 Superintendent Division of Money Orders.  
 Chief clerk Division of Money Orders.

Office of the Fourth Assistant Postmaster-General.

In the Office of the Fourth Assistant Postmaster-General:  
 Chief clerk.  
 Superintendent Division of Rural Delivery.  
 Assistant superintendent Division of Rural Delivery.  
 Superintendent Division of Dead Letters.  
 Superintendent Division of Supplies.  
 Assistant superintendent Division of Supplies.  
 Topographer.  
 Assistant topographer.

NOTE.—See secs. 1396 to 1399 as to general superintendent and officers of the railway mail service; Title One, ch. 3, as to post-office inspectors; sec. 8 as to per diem allowances to assistant superintendents of the Division of Salaries and Allowances; and sec. 10 as to per diem allowances to assistant superintendents of the Division of Registered Mails.

Organization of Post-Office Department.

2. The organization of the Post-Office Department shall be as follows:

Office of the Postmaster-General:  
 Chief clerk.  
 Private secretary.  
 Assistant Attorney-General.  
 Purchasing Agent.

## Office of the Postmaster-General—Continued.

Chief inspector (Division of Post-Office Inspectors.)

Appointment clerk.

Disbursing clerk.

## Office of the First Assistant Postmaster-General:

Division of Postmasters' Appointments.

Division of Salaries and Allowances.

Division of City Delivery.

## Office of the Second Assistant Postmaster-General:

Division of Railway Mail Service.

Division of Foreign Mails.

Division of Railway Adjustments.

Division of Contracts.

Division of Inspection.

Division of Equipment.

## Office of the Third Assistant Postmaster-General:

Division of Finance.

Division of Stamps.

Division of Money Orders.

Division of Registered Mails.

Division of Classification.

Division of Redemption.

## Office of the Fourth Assistant Postmaster-General:

Division of Rural Delivery.

Division of Supplies.

Division of Dead Letters.

Division of Topography.

The regulations of the Post-Office Department are hereby amended in conformity with the foregoing transfers and designations.

**Sec. 10½.** The personal expenses for which a per diem is allowed traveling representatives of the Department include cost of food, lodging, omnibus or hack fares, and other incidentals of a personal character. Sleeping-car fares are not included.

Personal expenses shall include what.

## V.—ORGANIZATION.

## POSTMASTER-GENERAL.

**Sec. 16.** The Postmaster-General assigns to his office: The superintendence and government of the Department, and the appointment of the officers, clerks, and employees; the general direction of the postal service in all its branches, the management of its finances and disbursement of appropriations; the submission of cases to the President relating to appointments to be made by him; the determination of appeals from the action of the several Assistant Postmasters-General; the

Office of the Postmaster-General.

—matters assigned to.

Superintendence of Department.—of postal service.

Appointments.

*Regulations, orders.* promulgation of rules and regulations; the consideration of claims of postmasters for credit or reimbursement for losses by fire, burglary, or other unavoidable casualty; the issuance of all orders requiring the formal approval of the Postmaster-General; the custody of the official seal; and the performance of all special duties enjoined by law upon the Postmaster-General. (See sec. 12. Note.)

*Seal.*  
*Special duties.*  
*Officers attached to office of Postmaster-General.* 2. The chief clerk of the Post-Office Department and superintendent of Post-Office Department building, the appointment clerk, the disbursing clerk, the Assistant Attorney-General, the Purchasing Agent, and the chief inspector, will be attached to the office of the Postmaster-General.

*Chief clerk of Post-Office Department.*  
*—duties of.* 3. The chief clerk of the Post-Office Department is charged with the general superintendence of the clerical force of the Department; the assignment of clerks to offices and divisions; the consideration of applications for leaves of absence by clerks and Department employees; the supervision of the preparation of estimates for the departmental and postal service; the keeping of the journals and order books; the supervision of the advertising; the supervision of requisitions

*Supervision of clerical force.* of  
*Custody of journals and records.* upon the Treasury and the expenditure of the appropriations for the departmental service; the furnishing of stationery supplies for the departmental service out of the appropriation for stationery, contingent expenses, Post-Office Department; the consideration and signing of requisitions upon the Public Printer for the printing and binding required in the postal service and the Department, and receiving, and inspecting on receipt, of blanks required in the Post-Office Department; the preparation of contracts for the publication

*Supervision of expenditures.* of  
*Preparation of Official Postal Guide.* of the Official Postal Guide, compilation of the matter therefor, and supervision of its publication and distribution; the consideration of applications for post-route maps and supervision of their issue and sale; the furnishing of information for settlement of Government telegraph accounts; the miscellaneous business correspondence of the Postmaster-General's office; the care of the Department and other buildings rented in connection therewith, and of all the furniture and public property therein; also the direction of the force of

*Miscellaneous business correspondence.* of  
*Supervision of buildings and property therein.* of

of the Official Postal Guide, compilation of the matter therefor, and supervision of its publication and distribution; the consideration of applications for post-route maps and supervision of their issue and sale; the furnishing of information for settlement of Government telegraph accounts; the miscellaneous business correspondence of the Postmaster-General's office; the care of the Department and other buildings rented in connection therewith, and of all the furniture and public property therein; also the direction of the force of



laborers and charwomen; the general superintendence of the watchmen through the captain of the watch; and the performance of such other duties as may be required by the Postmaster-General.

Direction of watch and laboring forces.

a. The assistant to the chief clerk shall act as chief clerk in the absence of that officer and perform such other duties as may be assigned to him.

Assistant to chief clerk.—duties of.

4. The Assistant Attorney-General is charged with the duty of giving opinions to the Postmaster-General and the heads of the several offices of the Department upon questions of law arising upon the construction of the Postal Laws and Regulations, or otherwise, in the course of business in the postal service; with the consideration and submission (with advice) to the Postmaster-General of all claims of postmasters for losses by fire, burglary, or other unavoidable casualty, and of all certifications by the Auditor for the Post-Office Department of cases of proposed compromise of liabilities to the United States, and of the remission of fines, penalties, and forfeitures under the statutes; the keeping and preparation of all correspondence with the Department of Justice relating to prosecutions and suits affecting or arising out of the postal service, and with the consideration of applications for pardon for crimes committed against the postal laws which may be referred to the Department; with the preparation and submission (with advice) to the Postmaster-General of all appeals to him from the heads of the offices of the Department depending upon questions of law; with the determining of questions as to the delivery of mail the ownership of which is in dispute; with the hearing and consideration of cases relating to lotteries and the misuse of the mails in furtherance of schemes to defraud the public; with the consideration of all questions relating to the mailability of alleged indecent, obscene, scurrilous, or defamatory matter; with the examining and, when necessary, drafting of all contracts of the Department; and with such other like duties as may from time to time be required by the Postmaster-General.

Assistant Attorney-General for the Post-Office Department.—duties of.

Opinions on questions of law.

Claims of postmasters for losses.

Compromises, remissions.

Prosecutions, suits.

Pardons.

Appeals to Postmaster-General.

Frauds, lotteries.

Contracts.

5. The assistant attorneys for the Post-Office Department are assigned to the office of the Assistant Attorney-General for the performance of such duties

Assistant attorneys for Post-Office Department.—duties of.

as the latter may direct. During the absence of the Assistant Attorney-General the senior assistant attorney will perform the duties devolving upon that officer.

- Purchasing Agent.* 6. That there shall be appointed by the President, by and  
—appointment of. with the advice and consent of the Senate, a Purchasing Agent  
1904, April 29, ch. for the Post-Office Department, who shall hold office for four  
1759, 33 Stat. L., years unless sooner removed by the President, and who shall  
440. receive an annual salary of four thousand dollars, give bond to  
the United States in such sum as the Postmaster-General may  
determine, and report direct to the Postmaster-General; and  
who shall, under such regulations, not inconsistent with exist-  
ing law, as the Postmaster-General shall prescribe, and sub-  
ject to his direction and control, have supervision of the pur-  
chase of all supplies for the postal service.
- Bond.
- Duties.
- Purchasing sup-  
plies.* The Purchasing Agent, in making purchases for supplies  
necessary for the Post-Office Department, shall advertise, as  
now provided by law, and award contracts for such supplies  
to the lowest responsible bidder in pursuance of existing law.
- Records of bids. The Purchasing Agent shall have recorded in a book to be  
kept for that purpose a true and faithful abstract of all bids  
made for furnishing supplies to the Post-Office Department,  
giving the name of the party bidding, the terms of the offer,  
the sum to be paid, and he shall keep on file and preserve all  
such bids until the end of the contract term to which they re-  
late. Each bidder shall have the right to be present, either in  
person or by attorney, when the bids are opened, and shall  
have the right to examine and inspect all bids. All purchases,  
advertisements, and contracts for supplies for the Post-Office  
Department shall be made by the Purchasing Agent in the  
name of the Postmaster-General subject to his approval, and  
in purchasing such supplies preference shall be given to articles  
of domestic production and manufacture, conditions of price  
and quality being equal. There shall be separate proposals  
and separate contracts for each class of material furnished.
- Inspection of bids.
- Preference to do-  
mestic productions.
- Proposals.
- Records to be  
open to inspection.
- Assignment of  
duties.
- a.* To the Purchasing Agent for the Post-Office De-  
partment is assigned, under the direction and control  
of the Postmaster-General, the supervision of the pur-  
chase of all supplies; and all purchases of supplies of  
every nature and character, whether under contract or  
not, either for the Post-Office Department proper or  
for any branch of the postal service, shall be made by  
the Purchasing Agent: *Provided, however,* that au-  
thorizations for allowances to postmasters or other  
postal officials for the purchase of supplies, if ap-  
proved by the Purchasing Agent, may be issued by  
the bureau officer who controls the appropriation to  
which such allowances are chargeable.

*b.* The requisition for supplies, or the authorization of allowances for purchase of supplies, shall originate in the bureau or office of the Department desiring such supplies or allowances. It shall be the duty of the Purchasing Agent to review carefully such requisition or authorization, and if he thinks it a proper one he shall honor it. If, however, he is convinced that it is not a proper requisition or allowance he shall report that fact to the bureau officer and the Postmaster-General for their consideration.

Review of requisitions for supplies or authorizations of allowances.

*c.* The specifications upon which bids are submitted shall be formulated under the direction of the bureau officer for whom the supplies are to be purchased, after which they shall be carefully reviewed by the Purchasing Agent, and if not satisfactory to him he shall state his objections in writing to the bureau officer under whose direction they have been prepared; and in the event that after further consideration by such bureau officer and the Purchasing Agent there is still a disagreement, it shall be the duty of the Purchasing Agent to submit a statement of the matter in writing to the Postmaster-General for final determination.

Review of specifications upon which bids are submitted.

*d.* The Purchasing Agent shall prepare and issue the advertisements and forms for proposals necessary to the making of contracts. After proposals have been submitted they shall be opened and examined by a committee which shall have been previously appointed for that purpose by the Postmaster-General, and which committee shall make report thereon to the Postmaster-General and the Purchasing Agent, suggesting such awards as, in their judgment, are desirable and proper to be made; and the Purchasing Agent shall recommend to the Postmaster-General such action as, in his judgment, should be taken.

Preparation of advertisements.

Committee to open proposals.

*e.* All articles bought under contract shall, so far as practicable, be inspected by a committee appointed by the Postmaster-General, which committee shall make report to the Postmaster-General and the Purchasing Agent, recommending suitable action; and all articles bought in the open market by the Purchasing Agent shall, as far as practicable, be similarly inspected; but the Purchasing Agent shall at all times have the right to make an independent inspection on his own account. If the Purchasing Agent concludes that the supplies are satisfactory in every respect, they shall be accepted;

Articles bought, to be inspected.

if he concludes that they do not comply with the specifications, if furnished under contract, or are not up to the requisite standard, if purchased in open market, they shall be rejected; or if, in the event that they were rejected, the service would suffer by delay, they may be accepted by the Purchasing Agent at a reduction in price to be fixed by the committee of inspection, subject to his approval.

Inspection of bills  
for purchases.

*f.* All bills for purchases shall be submitted to the Purchasing Agent for his approval or disapproval.

Requisitions to  
be approved by  
chief clerk.

*g.* All requisitions for supplies originating in any bureau or office of the Department, to be paid for from the appropriations for contingent expenses of the Post-Office Department, shall be approved by the chief clerk of the Post-Office Department before being submitted to the Purchasing Agent.

Preparation of  
forms.

*h.* The Purchasing Agent shall prepare and furnish forms to the different bureaus and other offices of the Department on which to make requisitions for such supplies as may be considered necessary.

Chief clerk to  
Purchasing Agent.

*i.* The chief clerk to the Purchasing Agent shall perform such duties as may be assigned to him.

Division of Post-  
Office Inspectors.  
Chief inspector.  
—duties of.  
Post-office in-  
spectors.

7. The Division of Post-Office Inspectors, under the supervision of the chief inspector, is charged with the government and assignment to duty of all the post-office inspectors employed in the service, and the supervision of the business of that force; with the preparation and issue of all cases for investigation, and with all matters relating to depredations upon the mails and losses therein, including complaints and inquiries relating to mail matter passing between the United States and foreign countries and across the territory of the United States from one foreign country to another, and the correspondence, foreign and domestic, connected with the same. This correspondence shall include the treatment of all inquiries addressed to the United States Post-Office Department by foreign postal administrations, or by persons interested, or reported by postal officials and others under sections 505 and 547, concerning losses and irregularities in the domestic and international mails, and the prosecution of all inquiries for the purpose of determining whether articles of mail matter have been delivered or not, and also all cases where some form of return receipt is required which has not been received. This division

Investigations.

Depredations.

Complaints and  
inquiries concern-  
ing mail.

—correspondence  
relating to.



is also charged with the keeping of the records and preparing statistics of the inspector's force; with the examination for allowance of the accounts of inspectors and the keeping of the Department accounts of expenditures in this service; with the safe custody of money and property collected or received by inspectors, and the preparation of cases for submission to the Postmaster-General for orders for the restoration thereof to the proper parties or owners; and with the performance of such other duties as may from time to time be required by the Postmaster-General.

— records of.  
— accounts of.

a. The chief clerk to the chief inspector shall perform such duties as may be assigned to him.

Chief clerk to chief inspector.

8. The appointment clerk is charged with keeping a roster of all officers, clerks, and employees of the Department, including those employed at the postage stamp, stamped envelope, and postal card agencies, post-office inspectors, and superintendents and assistant superintendents of the railway mail service, and all papers, applications, recommendations, and files relating thereto; the preparation of all orders for appointments, promotions, removals, or acceptance of resignations, and of all communications for the Postmaster-General to the officers of the Department and to the Civil Service Commission relating thereto. All communications to the Civil Service Commission touching on matters above referred to, and all inquiries regarding pending business with the Commission, shall be submitted through the office of the Postmaster-General for appropriate action.

Appointment clerk.  
— duties of.  
Roster of officers and employees.

Orders for appointments, etc.

9. The disbursing clerk is charged with the preparation of the pay rolls and payment of all salaries to all officers, clerks, and employees of the Department; the making of all expenditures for rent of departmental buildings, contingent expenses, the topographer's office, publication of the Official Postal Guide, and for postage on the Department's foreign correspondence; the sale of waste paper and unserviceable property; and the keeping of accounts of expenditures. The disbursing clerk shall give bond in the sum of \$40,000 for the safekeeping, proper disbursement of, and accounting for, all public moneys coming into his possession, and for the faithful discharge of the duties of his office, according to law.

Disbursing clerk.  
— duties of.  
Payment of salaries, etc.

Miscellaneous payments.

Sale of waste paper.

Bond of disbursing clerk.  
See R. S., sec. 3614.

## FIRST ASSISTANT POSTMASTER-GENERAL.

Office of the First Assistant Postmaster-General.  
—duties of.

Establishment, etc., and management of post-offices.

Chief clerk.

Divisions of office.

Division of Postmasters' Appointments.  
—duties of.

Appointment of postmasters.

Bonds and commissions.

Complaints; leaves of absence; establishment, discontinuance, and change of name and site of post-offices.

Division of Salaries and Allowances.

Superintendent.

—duties of.  
Management of post-offices.

Allowance for clerk hire, rent, etc., for etc.

Sec. 17. To the First Assistant Postmaster-General is assigned the establishment of post-offices, their discontinuance and change of name and site; the appointment of postmasters and their bonding and commissioning; the general management of post-offices and the instruction of postmasters, except as otherwise provided in these regulations; the adjustment of salaries of postmasters at Presidential offices: the authorization of allowances for rent, clerk hire, and other expenditures connected with post-offices; the government of the city and special delivery services; and the correspondence of the Department with postmasters and the public not assigned to other offices.

2. The chief clerk to the First Assistant Postmaster-General is charged with the review of the official correspondence of all of the divisions of the First Assistant Postmaster-General's Office and shall perform such other duties as the First Assistant Postmaster-General shall direct.

3. For the performance of the duties of this office the clerical force is organized into three divisions:

4. The Division of Postmasters' Appointments, under the supervision of a superintendent of division, is charged with the preparation and custody of all papers and correspondence relating to the appointment of postmasters, including their bonds and commissions; to complaints against postmasters and post-office management; to the granting of leaves of absence to postmasters; and to the establishment, discontinuance, and change of name and site of post-offices.

5. The Division of Salaries and Allowances, under the supervision of a superintendent of division, is charged with the making of computations for the annual adjustment of the salaries of postmasters at first, second, and third class post-offices; the consideration of all matters pertaining to the clerical force of first and second class offices, including the appointment, upon the nomination of postmasters, and bonding of clerks, their salaries, and preparation of cases for charges preferred against them; the allowance for clerk hire at third and fourth class (separating) offices; rent, fuel, and light at first, second, and third class offices; for canceling machines and motive power for operating them; for miscellaneous and incidental

items, including furniture at first and second class offices; the consideration of questions affecting the consolidation of post-offices, and the establishment of stations; the location of offices of the first, second, and third classes and stations connected therewith, and the arranging for leases therefor; and the regulation of box-rent rates and deposits for keys of lock boxes in post-offices.

Consolidation of post-offices; establishment of stations.

Leases.  
Box rents.  
Key deposits.

a. The assistant superintendent shall perform such duties as may be assigned to him.

Assistant superintendent.—duties of.

6. The Division of City Delivery, under the supervision of a superintendent of division, is charged with the consideration and preparation of regulations for the government of the city and special-delivery services, and preparation of cases for the appointment of letter carriers, for allowances for carrier delivery furniture, letter and package boxes, collection wagon service, carriers' equipments, and incidental expenses; the preparation of cases for the establishment of new service and the extension of existing service.

Division of City Delivery.  
Superintendent.—duties of.

—city and special delivery services.

a. The assistant superintendent shall perform such duties as may be assigned to him.

Assistant superintendent.—duties of.

SECOND ASSISTANT POSTMASTER-GENERAL.

Sec. 18. To the Second Assistant Postmaster-General is assigned the authorization and the management of the transportation of the domestic and foreign mails by means of railroad, electric and cable car, steamship, steamboat, star route, mail messenger, wagon service in cities, and other service, and the making and execution of all contracts or agreements therefor; the appointment of mail weighers; the direction of the weighing of the mails and the adjustments of compensation thereon; the authorization of and allowance for full railway postal cars; the authorization of the transportation of postal cards, stamped envelopes, and supplies and equipment by freight; the preparation of advertisements for mail lettings, the reception of proposals therefor, the preparation of the orders of award thereon by the Postmaster-General, and the execution of contracts accordingly; the authorization of changes in schedules where the same are fixed by orders; the making of reports respecting this service, which are required by law, to the Auditor for the Post-Office De-

Office of the Second Assistant Postmaster-General.

—duties of.  
Transportation of mails.  
—contracts for.

Appointment of weighers, and weighing of mails.

Railway post-office car pay.

Transportation of supplies, etc.

Mail lettings.

Reports to Auditor.

|                                     |  |
|-------------------------------------|--|
|                                     | partment; the receipt and examination of postmasters' reports as to performance of the service and the preparation of orders for the Postmaster-General making deductions for nonperformance and imposing fines for delinquencies; the authorization of payments to railway postal clerks; the general supervision of the mail-bag and mail-lock repair shops; the furnishing, repair, and distribution of mail equipment used in the transportation of the mails; the direction of mail distribution and the course of the mails; the supervision of the railway mail service, foreign mail service, and all other classes of transportation service.   |
| Deductions and fines.               |  |
| Mail equipment.                     |  |
| Railway mail service.               |  |
| Foreign mail service.               |  |
| Chief clerk.                        | 2. The chief clerk to the Second Assistant Postmaster-General shall perform such duties as the latter may direct.  |
| Divisions of office.                | 3. For the performance of the duties of this office the clerical force is organized into six divisions.  |
| Division of Railway Mail Service.   |  |
| General superintendent.             |  |
| —duties of.                         |  |
| Rules, etc.                         | 4. The Division of Railway Mail Service, under the supervision of the general superintendent Division of Railway Mail Service, is charged with the preparation and recommendation of all regulations for the government of the railway mail service, and of cases for appointment, removal, transfer, promotion, and reduction of all officers of the service and railway postal clerks, and for the appointment of mail weighers; the general conduct of the mail service on railroad and inland steamboat routes; the investigation and report of the necessity for the establishment of service on new railroads; the conduct of mail weighings; the report as to necessary additional car space; the instruction of postmasters relative to the distribution and dispatch of mails at post-offices; the preparation of cases for the authorization of miscellaneous expenditures and credits for the incidental needs of the railway mail service; and the issue of the official Daily Bulletin, showing all changes affecting the postal service. |
| Appointments, etc.                  |  |
| Conduct of service.                 |  |
| New service.                        |  |
| Mail weighings.                     |  |
| Car space.                          |  |
| Distribution and dispatch of mails. |  |
| Miscellaneous expenditures.         |  |
| Bulletin.                           |  |
| Assistant general superintendent.   | a. The assistant general superintendent shall perform such duties as may be assigned to him, and shall act as general superintendent in the absence of that official.  |
| Chief clerk.                        | b. The chief clerk shall perform such duties as may be assigned to him.  |



c. The assistant chief clerk shall perform such duties as may be assigned to him.

NOTE.—See Title Eight for laws and regulations relative to the organization and conduct of the railway mail service; secs. 493 to 496, as to preparation of certain matter for mailing under direction of the general superintendent.

5. The Division of Foreign Mails, under the supervision of the superintendent Division of Foreign Mails, is charged with the duty of arranging all details connected with the exchange of mails with foreign countries, including arrangements for the ocean transportation of all mails from the United States; the preparation of postal treaties and conventions, except those relating to international money orders; the preparation of special instructions to postmasters at the United States exchange post-offices in regard to foreign mails; the preliminary consideration and preparation of all cases arising relative to foreign mail matter, and for the remission of erroneous or excessive postage charges on matter for or from foreign countries; the adjustment of the rates to be paid by foreign countries for the transportation of their mails in transit across the territory of the United States; the preparation of the general correspondence with foreign countries, except that relating to the money-order system and that conducted by the chief inspector; the translation of letters and documents in foreign languages received by the Department; the consideration of inquiries relating to the international postal service and the charges for United States customs duties on articles received in the mails (whether from foreign postal officials or from private citizens at home or abroad); of applications for the return to senders of, or change of address on, articles contained in the mails exchanged with foreign countries, and of complaints relating to the use of alleged fraudulent postage stamps on articles from foreign countries; the preparation of the blank forms for use in the exchange of mails and their issue to postmasters on requisition; the preparation of the monthly schedule of the sailings of mail steamers; the supervision of the sea post service and the parcel post service; and the examination of the accounts of each vessel or line carrying

Assistant chief clerk.

*Division of Foreign Mails.*  
Superintendent.  
—duties of.

Transportation of foreign mail.

Postal conventions.  
—except.

Dispatch of mails.

Transit rates.

Correspondence.  
—except.

Translations.

Inquiries.

Return of mail.

Fraudulent foreign stamps.

Blanks.

Sailings.

Sea post.

Parcel post.

mails from the United States, and preparation of recognitions by the Second Assistant Postmaster-General for payment of the amounts due for such service.

Payments for service.  
Assistant superintendent.

*a.* The assistant superintendent shall have headquarters at New York, N. Y., and perform such duties as may be assigned to him.

Chief clerk.

*b.* The chief clerk shall perform such duties as may be assigned to him.

Division of Railway Adjustments.  
Superintendent.  
—duties of.

6. The Division of Railway Adjustments, under the supervision of the superintendent Division of Railway Adjustments, is charged with the preparation of cases authorizing the transportation of mails by railroads, cable and electric roads, wagons and pneumatic tubes in cities, and by mail messengers; the establishment of railway postal car service and changes in existing service; the preparation of orders and instructions for the weighing of mails on railroads; the receipt of returns and the computation of the basis of pay therefrom; the preparation of cases for the adjustment of allowances to railroads for carrying the mails and for postal cars; the authorization of miscellaneous expenditures and of credits therefor for the weighing of the mails and for the transportation by freight of postal cards, stamped envelopes, mail equipment, and such supplies and official matter as may be transported in this manner; and the preparation of all advertisements inviting proposals for wagon and pneumatic tube services in cities and for mail-messenger service; the consideration of proposals received in response thereto; and the preparation of all correspondence and the drafting of all orders relating to these matters.

Postal cars.

Weighing of the mails.

Adjustment of pay.

Authorization of certain miscellaneous expenditures.

Wagon, pneumatic tube, and mail-messenger services.

Assistant superintendent.

*a.* The assistant superintendent shall perform such duties as may be assigned to him.

Division of Contracts.  
Chief.  
—duties of.

Star-route and steamboat service.

7. The Division of Contracts, under the supervision of the chief Division of Contracts, is charged with the preparation of all advertisements inviting proposals for star and steamboat service, the indorsement and recording of all proposals received, and the drafting of orders for the award of contracts; the preparation of cases for the establishment of new service, change of existing service, including number of trips and schedules of departures and arrivals, keeping the records pertaining to the same, and drafting such orders relating thereto as are to be entered on the Journal; the

Schedules of departures, etc.



preparation of daily reports to the Auditor for the Post-Office Department of all contracts and orders affecting the accounts for mail transportation; the preparation of the statistics and reports of mail service required by law; and the preparation of all correspondence relating thereto.

Reports to Auditor.

8. The Division of Inspection, under the supervision of the chief Division of Inspection, is charged with the examination of the monthly and special reports of postmasters as to the performance of service by contractors; the preparation of cases and orders for deductions for nonperformance of service and for the imposition of fines for delinquencies of contractors and carriers; the preparation of orders authorizing payments to railway postal clerks; the preparation of certifications of service to the Auditor; and the preparation of correspondence relative to the nonperformance of contract requirements for carrying the mail.

Division of Inspection.  
Chief.  
—duties of.  
Examination of reports of service.

Deductions, fines.

Pay of postal clerks.  
Reports to Auditor.

9. The Division of Equipment, under the supervision of the chief Division of Equipment, is charged with the general management of mail-bag and mail-lock repair shops; the issuing of mail pouches, sacks, locks, keys, key chains, etc., to postmasters and other officials entitled thereto; keeping records of the receipt and issue of all articles furnished; and the examination of all accounts pertaining to the purchase or repair of mail equipment.

Division of Equipment.  
Chief.  
—duties of.  
Repair shops.

Issue of mail bags and supplies.

Records.

Accounts.

THIRD ASSISTANT POSTMASTER-GENERAL.

Sec. 19. To the Third Assistant Postmaster-General is assigned the general supervision of the collection and deposit of the revenues of the postal service, and of its financial operations; the keeping of accounts of postal receipts and of payments from the Treasury and the several subtreasuries and depositories; the drawing of warrants for the payment of any indebtedness of the Department and for covering into the Treasury moneys derived from the service; the supervision and management of the registry system in all its parts, both foreign and domestic; the collection and recording of statistics relating thereto; the preparation of instructions to postmasters and other officers, and of all correspondence relating to the subject: *Provided*, That all

Office of the Third Assistant Postmaster-General.  
—duties of.  
Collection and deposit of revenues.

Payments by warrant.

Registry system.

correspondence with foreign offices relating to the foreign registry system shall be conducted through the Second Assistant Postmaster-General, Division of Foreign Mails, but all changes from existing methods of dispatching foreign registered mails shall be promptly reported to the Third Assistant Postmaster-General; the supervision and management of the money-order system; the classification of mail matter; the use of penalty envelopes and the franking privilege; the enforcement of the statutes relative to the limit of weight of mail; and the supervision, through the Government agencies, of the manufacture of all postage stamps, postal cards, stamped envelopes, and newspaper wrappers, and their distribution.

Money-order system.  
Classification of mail matter.  
Penalty envelopes.  
Franking privilege.  
Limit of weight.  
Stamps, postal cards, etc.  
—manufacture of.

—distribution of.

Chief clerk.

2. The chief clerk to the Third Assistant Postmaster-General shall perform such duties as the latter may direct.

Divisions of office.

3. For the performance of the duties of this office the clerical force is organized into six divisions:

Division of Finance.  
Superintendent.  
—duties of.

4. The Division of Finance, under the supervision of the superintendent Division of Finance, is charged with the receipt and prompt deposit or other disposal of all moneys coming directly to the Department; the collection and deposit of the postal revenue, and of all checks, drafts, and bills of exchange covering amounts due to the Department; the preparation, upon reports from the Auditor for the Post-Office Department, and after proper examination and comparison, of all drafts and warrants for the payment of such indebtedness as is not settled through postmasters, and of all warrants for covering postal moneys into the Treasury, keeping records of all such drafts and warrants; the keeping of accounts of expenditures under the several appropriations for the postal service, and with the Treasury and several subtreasuries and designated depositories; the consideration of alleged irregularities and false returns of business by postmasters; the preparation of cases for investigations concerning such false returns, and other delinquencies affecting the postal revenue; the examination of the reports of post-office inspectors in all such matters; and the preparation of all necessary orders relating thereto for the consideration and action of the Postmaster-General.

Revenues.

Collection.

Warrants.

Record of accounts.

False returns by postmasters.

a. The assistant superintendent shall perform such duties as may be assigned to him. Assistant superintendent.

5. The superintendent of Division of Finance shall give bond in such amount as the Postmaster-General may determine for the faithful discharge of his duties. Bond of superintendent.  
1906, June 22, ch. 3514, 34 Stat. L., 438.

The amount of the bond required is \$10,000.

6. The Division of Stamps, under the supervision of the superintendent Division of Stamps, is charged with the consideration of all requisitions from postmasters for supplies of postage stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards, examining such requisitions and determining whether or not they are drawn in proper amounts; the keeping of accounts of all stamp supplies and official envelopes furnished postmasters; the preparation of orders on the various contractors; the preparation for investigation of all cases involving the loss, miscarriage, or detention of stamp supplies; the consideration of cases relating to the use of alleged fraudulent United States postage stamps and the legitimacy of postmasters' sales of stamped paper; the general supervision of the three agencies established at the places where postage stamps, stamped envelopes, newspaper wrappers, and postal cards are made by the contractors; the examination, adjustment, and verification of the accounts of contractors for furnishing stamped paper; the preparation of estimates, for the consideration of the Assistant Attorney-General for the Post-Office Department in postmasters' claims for losses incurred by fire, burglary, or other unavoidable casualty. Division of Stamps.  
Superintendent.—duties of.  
Postage stamps, etc.  
—accounts of.  
Fraudulent United States postage stamps.  
Government agencies.  
Manufacture of stamped paper, etc.  
Claim for losses.

7. The Division of Money Orders, under the supervision of the superintendent Division of Money Orders, is charged with the general direction of the postal money-order system, both domestic and international, and the preparation of conventions for the exchange of money orders with foreign countries. Division of Money Orders.  
Superintendent.—duties of.  
Conventions.

a. The chief clerk shall perform such duties as may be assigned to him. Chief clerk.

8. The Division of Registered Mails, under the supervision of the superintendent Division of Registered Mails, is charged with the management of the registry system and all correspondence in relation thereto: *Provided*, That all correspondence with foreign Division of Registered Mails.  
Superintendent.—duties of.  
Management of registry system.



offices relating to the foreign registry system shall be conducted through the Second Assistant Postmaster-General, Division of Foreign Mails, but all changes from existing methods of dispatching foreign registered mails shall be promptly reported to the Third Assistant Postmaster-General; the instruction of postmasters and the furnishing of information relative to the registry service; the keeping of records and statistics of the registry business at all post-offices; the establishment and control of all through exchanges of registered mail; and the consideration of, and report upon, all claims for indemnity for lost-registered matter, and the notification of applicants if claims are rejected.

Records,

Claims for indemnity.

Assistant superintendents.

a. The assistant superintendents shall perform such duties as may be assigned to them.

Division of Classification. Superintendent.

9. The Division of Classification, under the supervision of the superintendent Division of Classification, is charged with the consideration of all questions relating to the classification of matter admissible to the mails, intended or deposited for mailing, including the determination of the admissibility of publications to the second class of mail matter and their right to continue therein; the use of penalty envelopes and the franking privilege; the supervision of the collection of postage; the examination of postmasters' statements of second-class postage collected; and keeping the necessary records connected therewith.

—duties of. Classification of mail matter.

Second-class matter.

Penalty envelopes. Franking privilege.

Collection of postage.

Special agents.

a. The special agents of this division shall perform such duties as may be assigned to them.

Division of Redemption. Chief.

—duties of. Damaged and unsalable stamps, etc.

10. The Division of Redemption, under the supervision of the chief Division of Redemption, is charged with the receipt, examination, and destruction of damaged and unsalable stamps, stamped envelopes, and postal cards sent by postmasters to the Department for redemption, making report of the amount thereof to the Auditor for the Post-Office Department for proper credit.

Report to the Auditor.

FOURTH ASSISTANT POSTMASTER-GENERAL.

Office of the Fourth Assistant Postmaster-General. —duties of.

Sec. 20. To the Fourth Assistant Postmaster-General is assigned the general supervision of the rural delivery service; of the custody and distribution of supplies for the postal service; of the treatment of all

unmailable and undelivered mail matter, and of the making, printing, and distribution of post-route and rural-delivery maps.

2. The chief clerk to the Fourth Assistant Postmaster-General shall perform such duties as may be assigned to him.

Chief clerk.

3. For the performance of the duties of this office the clerical force is organized into four divisions:

Divisions of office.

4. The Division of Rural Delivery, under the supervision of the superintendent Division of Rural Delivery, is charged with the consideration of all matters and the preparation of all orders affecting the establishment, extension, and maintenance of the rural delivery service, and the appointment and discipline of rural carriers, and with the supervision of the operation of said service.

*Division of Rural Delivery.*  
Superintendent.  
—duties of.

a. The assistant superintendent Division of Rural Delivery shall perform such duties as may be assigned to him.

Assistant superintendent.

5. The Division of Supplies, under the supervision of the superintendent Division of Supplies, is charged with the custody and the distribution of supplies for the postal service.

*Division of Supplies.*  
Superintendent.  
—duties of.

a. The assistant superintendent Division of Supplies shall perform such duties as may be assigned to him.

Assistant superintendent.

6. The Division of Dead Letters, under the supervision of the superintendent Division of Dead Letters, is charged with the treatment of all unmailable and undelivered mail matter which is sent to it for disposition; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undelivered matter; the examination and forwarding or return of letters which have failed of delivery; the inspection and return to the country of origin of undelivered foreign matter; recording and restoration to owners of letters and parcels which contain valuable inclosures; care and disposition of all money, negotiable paper, and other valuable articles found in undelivered matter, and correspondence relating to these subjects.

*Division of Dead Letters.*  
Superintendent.  
—duties of.

Unmailable and undelivered matter.

a. The chief clerk Division of Dead Letters shall perform such duties as may be assigned to him.

Chief clerk.

7. The Division of Topography, under the supervision of the topographer, is charged with the prepara-

*Division of Topography.*  
Topographer.  
—duties of.

ration and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the Department and in the possession of the contractors; also the making of rural-delivery maps.

Assistant topographer.

a. The assistant topographer shall perform such duties as may be assigned to him.

## CHAPTER 3.

### POST-OFFICE INSPECTORS.

#### I.—APPOINTMENT AND COMPENSATION OF POST-OFFICE INSPECTORS.

Inspectors in charge and inspectors without per diem.

1901, Mar. 3, ch. 851, 31 Stat. L., 1107.

1906, June 26, ch. 3546, 34 Stat. L., 467.

—number of, and compensation.

**Sec. 34.** (The Postmaster-General may appoint) fifteen post-office inspectors in charge of divisions at (a salary of) three thousand dollars per annum each without per diem; ten post-office inspectors at (a salary of) two thousand four hundred dollars per annum each without per diem; fifteen post-office inspectors at (a salary of) two thousand two hundred and fifty dollars per annum each without per diem; fifteen post-office inspectors at (a salary of) two thousand dollars per annum each without per diem.

Post-office inspectors.

R. S., § 4017.  
1880, June 11, ch. 206; 1 Supp., 296.

1906, June 26, ch. 3546, 34 Stat. L., 467.

—authority to appoint.

**Sec. 35.** The Postmaster-General may employ \* \* \* such number of post-office inspectors as the good of the service and the safety of the mails may require. Such post-office inspectors shall be entitled to a salary at the rate of not more than one thousand eight hundred dollars a year each \* \* \*

ADDITIONAL NOTE.—The act of March 2, 1907, making appropriations for the service of the Post-Office Department provides for 10 inspectors at \$1,800 each; 130 inspectors at \$1,600 each; 110 inspectors at \$1,400 each; and 72 inspectors at \$1,200 each.

Appointment of inspectors.

**Sec. 36.** Post-office inspectors are originally appointed for a probationary term of six months, with a salary at the rate of \$1,200 per year; and when appointed after such probation as inspectors in the field, with a salary at the rate of not more than \$1,800 per year, and are allowed for personal expenses \$4 per day when they are actually engaged in traveling on the business of the Department. Personal expenses in the sense here intended include cost of food, lodging, omnibus or hack fares, and other incidentals of a personal character. Expenditures for the inspector's conveyance where his commission is not operative, for sleeping-car fares, for transportation and maintenance

—salary of, per diem, expenses.



of a prisoner while being taken to appear before a proper officer, for official telegrams, for advertising when required, and such other necessary items, will be limited to reasonable cost, and charges therefor must be accompanied by receipts or proper vouchers. Payment of salaries, per diem, and expenditures is made by warrant, upon monthly accounts to be submitted to the chief inspector and allowed at the Department. Inspectors in the field are not allowed remuneration by the United States marshals for attendance at court in cases for the violation of the postal laws.

Attendance at court, no fees for.

**Sec. 38.** The chief inspector, inspectors in charge, and inspectors without per diem allowance, shall be paid their actual expenses while traveling on business of the Department, and inspectors in the field, expenses incurred not covered by per diem allowance.

Expenses of inspectors.  
1881, Mar. 1, ch. 96, 1 Supp., 319.  
1907, Mar. 2 (Public, No. 172).

**Sec. 40.** Post-office inspectors in the field (shall be allowed a per diem) while actually traveling on official business away from their home, their official domicile, and their headquarters, at a rate to be fixed by the Postmaster-General, not to exceed four dollars per day: *Provided*, That the Postmaster General may, in his discretion, allow inspectors per diem while temporarily located at any place on business away from their home, or their designated domicile, for a period not exceeding twenty consecutive days at any one place, and make rules and regulations governing the foregoing provisions relating to per diem.

Per diem allowance to inspectors in the field.  
1906, June 26, ch. 3546, 34 Stat. L., 467.  
—when made.  
Proviso.  
—while temporarily located at one place.  
—regulations as to.

## II.—ORGANIZATION OF POST-OFFICE INSPECTORS.

**Sec. 43.** Post-office inspectors are under the supervision of the chief inspector (see sec. 16), who is charged with the assignment to duty and general direction of the force and the supervision of all matters pertaining to this branch of the service.

Organization of post-office inspectors.  
—under supervision of chief inspector.

2. The service is organized into fifteen divisions, each in charge of an inspector in charge, who will direct the work of the inspectors assigned to his division. All communications must be addressed and sent to the inspector in charge, and through him all orders will be given, unless, to save time in special cases, they are communicated directly from the Department by the Postmaster-General or chief inspector, in which event the inspector in charge will be notified.

Inspectors in charge.  
—to supervise work of division.  
—orders to be sent through.

Exceptions.

3. The headquarters of the several divisions of post-office inspectors are as follows:

Divisions.  
—territory comprising.

a. For the division embracing the States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut: Boston, Mass.

Boston.

- New York.        *b.* For the division embracing the State of New York: New York, N. Y.
- Philadelphia.    *c.* For the division embracing the States of Pennsylvania and New Jersey: Philadelphia, Pa.
- Washington, D. C. *d.* For the division embracing the States of Delaware, Maryland, Virginia, West Virginia, and North Carolina, and the District of Columbia: Washington, D. C.
- Cincinnati.      *e.* For the division embracing the States of Ohio, Indiana, and Kentucky: Cincinnati, Ohio.
- Chicago.          *f.* For the division embracing the States of Illinois, Michigan, and Wisconsin: Chicago, Ill.
- St. Louis.        *g.* For the division embracing the States of Missouri (except the city of Kansas City), Iowa, and Arkansas: St. Louis, Mo.
- Kansas City.     *h.* For the division embracing the States of Kansas and Nebraska, and Oklahoma and Indian Territories, and the city of Kansas City, Mo.: Kansas City, Mo.
- Chattanooga.    *i.* For the division embracing the States of Tennessee, Alabama, Florida, Georgia, and South Carolina: Chattanooga, Tenn.
- New Orleans.     *j.* For the division embracing the States of Texas, Louisiana, and Mississippi: New Orleans, La.
- Denver.          *k.* For the division embracing the States of Wyoming, Colorado, and Utah, and the Territories of New Mexico and Arizona: Denver, Colo.
- San Francisco.   *l.* For the division embracing the States of California and Nevada and the Territory of Hawaii: San Francisco, Cal.
- Spokane.         *m.* For the division embracing the States of Oregon, Washington, Montana, and Idaho, and the Territory of Alaska: Spokane, Wash.
- St. Paul.         *n.* For the division embracing the States of Minnesota, North Dakota, and South Dakota: St. Paul, Minn.
- San Juan.         *o.* For the division embracing Porto Rico: San Juan, Porto Rico.

CHAPTER 4.

DIVISION OF DEAD LETTERS.

II.—TREATMENT OF MAIL MATTER IN THE DIVISION OF DEAD LETTERS.

**Sec. 49.** All matter unclaimed by the addressee reaching the Division of Dead Letters shall, as far as circumstances and conditions permit, be returned to sender. Unclaimed matter reaching Division of Dead Letters to be returned to senders.

2. Undelivered matter of every character shall in like manner and under similar circumstances be returned to the senders, except such as is obviously of no value or is unmailable under any provision of law, which shall be disposed of as the Fourth Assistant Postmaster-General may direct; but all registered matter shall be returned to the senders upon payment of any postage due thereon required to be paid before transmission. —exception.  
—all registered matter to be returned.

**Sec. 50.**

b. The addresses on misdirected letters will, as far as circumstances and conditions permit, be corrected and the letters forwarded to destination, and such as can not be so forwarded will be returned to the senders, if possible. Examination of returns received at Division of Dead Letters.  
Misdirected letters.

IV.—DISPOSITION OF LETTERS WITHOUT VALUABLE INCLOSURES, PRINTED AND UNMAILABLE MATTER.

**Sec. 58.** Letters which do not contain valuable inclosures shall be returned to the writers, so far as circumstances and conditions permit, and no record will be kept thereof except the number so returned. Letters not returned to writers must be delivered daily to the superintendent of the Department building to be sold as waste paper. Letters without valuable inclosures.  
—to be returned to writers.  
—no record of.  
—sold as waste paper, when.

## CHAPTER 5.

## CONTRACTS, BONDS, AND REPORTS.

## III.—PURCHASES, AND CONTRACTS FOR SUPPLIES AND SERVICES, FOR THE POST-OFFICE DEPARTMENT AND POSTAL SERVICE—SALE OF USELESS SUPPLIES.

Advertisements  
for proposals.

Executive Order,  
May 13, 1905.

Contracts by officers or agents of United States, involving employment of labor.  
—to contain stipulation, etc.

## Sec. 68.

2. All contracts which shall hereafter be entered into by officers or agents of the United States involving the employment of labor in the States composing the Union, or the Territories of the United States contiguous thereto, shall, unless otherwise provided by law, contain a stipulation forbidding, in the performance of such contracts, the employment of persons undergoing sentences of imprisonment at hard labor which have been imposed by the courts of the several States, Territories, or municipalities having criminal jurisdiction.

Committee to examine bids and contracts.  
—who not to be members.

Sec. 70. The head of a bureau, the chief clerk of the Post-Office Department, or the chief of a division who certifies to the correctness of any bill or account contracted for, or through, his division, shall not be a member of any board or committee to open bids or proposals, or to pass upon any contract. The officers named above may be called upon to advise with the committee or board and render it such assistance as may be deemed advisable.

*(b) Supplies for the postal service.*

Distribution of supplies, etc.

Sec. 78. The distribution of supplies, or the performance of work for the postal service, shall be under the supervision of the following officers:

—by Second Assistant Postmaster-General.

a. Second Assistant Postmaster-General: Mail bags, mail locks, and keys.

—by Third Assistant Postmaster-General.

b. Third Assistant Postmaster-General: Postage stamps, stamped envelopes, newspaper wrappers, and postal cards.

—by Fourth Assistant Postmaster-General.

c. Fourth Assistant Postmaster-General: Supplies for post-offices, blanks, wrapping paper, twine, facing slips, letter balances and scales, supplies for the free-delivery and money-order services, and official envelopes for the use of the postal service.

NOTE.—See sec. 16, par. 6, for jurisdiction of the Purchasing Agent.



## VII.—CORPORATE SECURITY ON OFFICIAL BONDS AND CONTRACTS.

Sec. 88½. No surety company shall be accepted under the provisions of the act of Congress approved August 13, 1894, as sole surety on any recognizance, stipulation, bond, or undertaking under this Department for an amount greater than 10 per cent of its paid-up capital and surplus.

No company shall be accepted for more than 10 per cent of paid-up capital and surplus.

2. No such company shall be accepted as surety on any recognizance, stipulation, bond, or undertaking under this Department which shall execute any such obligation on behalf of any individual, firm, association, or corporation for an amount greater than 10 per cent of its paid-up capital and surplus, unless such company shall be secured as to such excess to the satisfaction of the Postmaster-General by reinsurance or by deposit with such company in pledge or conveyance to it in trust for its security or indemnity of property equal in value to such excess; or if such bond is executed in behalf or on account of a fiduciary holding property in a trust capacity the liability thereon in excess of 10 per cent of the paid-up capital and surplus shall be secured by such deposit or other disposition of a suitable and sufficient portion of the estate so held that no sale, mortgage, pledge, or other disposition can be made thereof without such company's approval: *Provided further*, That such portion of any such bond which shall have been reinsured by said company in another surety, trust, or guaranty company or companies, authorized to do business under the act of Congress of August 13, 1894, shall be deducted from the penal sum of such bond in determining the limitation of risk prescribed herein, if the same is within the 10 per cent limit of said reinsuring company or companies.

—nor which shall execute obligation for such, except.

3. Two or more companies may be accepted as sureties upon any recognizance, stipulation, bond, or undertaking under this Department the penalty of which does not exceed 10 per cent of their aggregate paid-up capital and surplus, but in all cases the sureties must, where the law requires it, execute such obligation jointly and severally.

—though two companies may be accepted, when.

4. The amount of paid-up capital and surplus of such companies shall be determined by the quarterly

How amount of paid-up capital and surplus shall be determined.

financial statements filed with the Attorney-General pursuant to section 4 of the act above referred to, after copies of such statements have been filed in this Department.

Statement of diminution of capital and surplus to be filed.

5. If the amount of said capital and surplus shall at any time during the intervals between the dates of the rendition of such statements, as required by law, become less than the amount determined in the statement last filed, then every such company shall file, within ten days after such diminution of its capital and surplus, a condensed statement sworn to by one of its principal officers at the home office, showing the nature and extent of such diminution; and the amount of such capital and surplus remaining shall be the basis for risks until the rendition of the next quarterly statement.

Statement of recognizances, etc., exceeding a above limit to be filed.

6. Every such company shall file in this Department, during the months of January, April, July, and October of each year, a report giving an itemized statement of all recognizances, stipulations, bonds, or undertakings which such company shall have executed during the previous three months in excess of 10 per cent of its paid-up capital and surplus, showing the character and penalty of such obligations, the nature and amount of indemnity, collateral, or reinsurance thereon, and such other information in regard thereto as may be required.

Acceptance of company may be refused for noncompliance.

7. Any violations of the provisions of this order or failure on the part of any company to comply promptly with its requirements will be considered ground for refusing thereafter to accept such company as surety upon any recognizance, stipulation, bond, or undertaking under this Department, and for recommending to the Attorney-General that the authority of such company to do business under the act above referred to be revoked.

### VIII.—ANNUAL REPORTS.

Reports to Congress.—of revenues and expenditures for current and ensuing fiscal years.  
1907, Mar. 2  
(Public, No. 172).

#### Sec. 89.

2. The Postmaster-General shall each year prepare and submit in his annual report to Congress estimates of the revenue and expenditures in the postal service for the fiscal year current and also for the fiscal year next ensuing at the time said report is submitted, together with a statement of the receipts and expenditures for the preceding completed fiscal year.

NOTE.—Effective from July 1, 1907.



CHAPTER 6.

DISBURSEMENTS AND ACCOUNTS OF THE POST-OFFICE DEPARTMENT.

I.—APPROPRIATIONS—ACCOUNTS.

Sec. 99. The disbursing clerk shall make a report to the Postmaster-General on Monday of each week, showing the fiscal transactions of his office for the preceding week, which shall include a statement of the amount deposited with the Treasurer of the United States; the amounts received from the sale of post-route maps, from the sale of old material, and from all other sources; the amount disbursed for salaries and for other purposes, whether by check or in cash; also the balance on deposit with the Treasurer of the United States subject to check, and the amount of cash on hand at the close of business on the next preceding Saturday evening.

Verification of money in hands of disbursing clerk.

2. On Monday of each week a committee, appointed by the Postmaster-General, shall examine the accounts, count the cash on hand, verify the amounts with the balances on hand and subject to check at the close of business on the next preceding Saturday evening, and shall certify the result of their examination in writing to the Postmaster-General.

—when to be made.

IV.—RESTRICTIONS ON EXPENDITURES.

Sec. 104.

4. No Executive Department or other Government establishment of the United States shall expend, in any one fiscal year, any sum in excess of appropriations made by Congress for that fiscal year, or involve the Government in any contract or other obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law. Nor shall any Department or any officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in cases of sudden emergency involving the loss of human life or the destruction of property. All appropriations made for contingent expenses or other general purposes, except appropriations made in fulfillment of contract obligations expressly authorized by law, or for objects required or authorized by law without reference to the amounts annually appropriated therefor, shall, on or before the beginning of

Appropriation to be expended only for the objects specified.

Expenditures in excess of appropriations forbidden.

1906, February 27, ch. 510, 34 Stat. L., 49.

Voluntary service.

Allotments to prevent deficiencies.

- each fiscal year, be so apportioned by monthly or other allotments as to prevent expenditures in one portion of the year which may necessitate deficiency or additional appropriations to complete the service of the fiscal year for which said appropriations are made; and all such apportionments shall be adhered to and shall not be waived or modified except upon the happening of some extraordinary emergency or unusual circumstance which could not be anticipated at the time of making such apportionment, but this provision shall not apply to the contingent appropriations of the Senate or House of Representatives; and in case said apportionments are waived or modified as herein provided, the same shall be waived or modified in writing by the head of such Executive Department or other Government establishment having control of the expenditure, and the reasons therefor shall be fully set forth in each particular case and communicated to Congress in connection with estimates for any additional appropriations required on account thereof. Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than one hundred dollars or by imprisonment for not less than one month.
- Exceptions in emergencies.
- Appropriations for Congress.
- Written orders required.
- Penalty for violations.
- Restriction on printing books by Departments.  
1905, March 3, ch. 1484, 33 Stat. L., 1249.
- Restriction on illustration, etc.  
1905, March 3, ch. 1483, 33 Stat. L., 1213.
5. Hereafter no book or document not having to do with the ordinary business transactions of the Executive Departments shall be printed on the requisition of any Executive Department or unless the same shall have been expressly authorized by Congress.
6. No part of the appropriations made for printing and binding shall be used for any illustration, engraving, or photograph in any document or report ordered printed by Congress, unless the order to print expressly authorizes the same, nor in any document or report of any Executive Department or other Government establishment until the head of the Executive Department or Government establishment shall certify in a letter transmitting such report that the illustration is necessary and relates entirely to the transaction of public business.

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## CHAPTER 7.

### REVENUES OF THE POSTAL SERVICE.

#### III.—TREATMENT OF DEPOSITS BY DEPOSITARIES.

- Remittances in currency.  
—by whom opened.
- how opened and verified.
- Sec. 128.** Postmasters at depository offices will designate two employees who must be present and take part in opening and counting the contents of each registered package containing a remittance in currency.
2. When the envelope is opened, the contents must be examined and counted by both of these persons simultaneously and compared by them with the remit-

tance letter. If any discrepancy is found in the amounts, it must be carefully noted on the letter over the initials of both witnesses, and on the letter envelope, which should be forwarded, together with the registered-package envelope in which received, to the chief inspector, with a report, as required by paragraph 3 of this section. Where a note is of a smaller denomination than stated in the remittance letter, it should be carefully marked so that it can be positively identified, and retained until any controversy concerning it shall have been settled.

—discrepancy to be noted, how.

Notes of smaller denomination than stated in letter. —to be marked and held.

3. In case of any deficiency in a remittance, a report giving a description of the missing money, as entered in the remittance letter, should be made to the Third Assistant Postmaster-General, Division of Finance, in the case of postal funds, and also to the chief inspector, and the inspector in charge of the division in which the post-office is located.

Report of deficiency.

See sec. 1118 as to money-order funds.

4. Where a remittance contains any apparently counterfeit notes or coins they should be submitted to the nearest assistant treasurer of the United States or to the proper officer of a national bank for examination, who will, if found to be counterfeit, stamp or brand them in accordance with instructions from the Treasury Department; and they should then be returned, with a certificate for the remainder of the remittance, to the remitting postmaster.

Counterfeits. —how treated.

5. Postmasters making remittances must in all cases be promptly notified by the depository of any errors in the same, and such errors must be clearly specified; but no portion of a deposit will be returned.

Postmasters to be notified of errors.

## CHAPTER 8.

### PREPARATION AND DISTRIBUTION OF POSTAGE STAMPS, STAMPED ENVELOPES, AND POSTAL CARDS.

#### II.—STAMPED ENVELOPES AND WRAPPERS.

##### Sec. 137.

NOTE.—The issue of stamped envelopes bearing the "printed" return card, for general office sales, has been discontinued. This change does not apply to plain, special-request, or office-request stamped envelopes.

Styles of envelopes.

## CHAPTER 9.

## EXPENDITURES FOR THE POSTAL SERVICE.

## III.—DISBURSEMENTS.

Designation of officers to sign warrants.

1903, Mar. 3, ch. 1009, sec. 6, 32 Stat. L., 1176.  
1907, Mar. 2 (Public, No. 172).

**Sec. 149.** The Postmaster-General may, from time to time, designate any officer of the Post-Office Department above the grade of fourth-class clerk or any employee in the office of the Third Assistant Postmaster-General above the grade of a clerk of Class E to sign warrants, "collection" and "transfer" drafts in his stead, and such warrants and drafts when so signed shall be of the same validity as if signed by the Postmaster-General.

Third Assistant Postmaster - General.

2. The Third Assistant Postmaster-General, or whoever is acting in his stead, shall sign all warrants, and all "collection" and "transfer" drafts on account of the postal service: *Provided*, That, in the discretion of the Third Assistant Postmaster-General, such warrants, "collection" and "transfer" drafts may be signed by the chief clerk to the Third Assistant Postmaster-General, the superintendent Division of Finance, or any employee in the office of the Third Assistant Postmaster-General above the grade of a clerk of Class E, or other officer of the Post-Office Department above the grade of fourth-class clerk who may be designated by the Postmaster-General as acting superintendent Division of Finance.

—Chief clerk to Third Assistant.  
—Superintendent Division of Finance.  
—other officer or employee, when.

Official title on warrants.

3. The official title shall appear on all warrants after the signature of the proper officer.

## VI.—MONEY OR PROPERTY STOLEN FROM MAILS.

Money recovered from mail robbers, etc.

—to be sent to chief inspector.

**Sec. 157.** All moneys received from mail robbers or other offenders against the postal laws, and moneys recovered by suit or otherwise on account of moneys taken from the mail or losses therein, will be forwarded at once to the chief inspector, who will, upon satisfactory evidence, restore the same to the proper parties or owners, under the authorization of the Postmaster-General.

## VII.—RESPONSIBILITY FOR LOSS OR RIFLING OF OR DAMAGE TO MAIL.

Investigation of loss for rifling of or damage to mail.

**Sec. 157½.** The loss or rifling of or damage to registered and other mail shall be investigated by the chief



inspector, who shall ascertain the facts, and in case they establish a responsibility for such loss upon the postal employee or mail contractor by reason of the fault or negligence of such employee, person, company, or corporation, or that of his or its agent or employee, he shall demand of such postal employee or contractor the amount of the loss, which, if so recovered, shall be paid to the losers of the mail and to the United States, as their interests shall appear. He shall report the facts to the office having such employee, person, company, or corporation in charge for administrative purposes.

Demand, when and of whom.

Payment to losers and to United States.  
Report.

2. When an inspector makes a collection from a postal employee, as contemplated by the above paragraph, he shall give such employee a receipt on a form furnished by the Department showing the amount, the case number, a description of the mail, and the grounds on which the collection is based. Such receipt shall bear a printed notice advising that if the employee questions the propriety of the collection, he is at liberty to take the matter up with his superiors, and that any statement he or his superiors desire to submit may be forwarded to the office having him in charge and will be considered in reviewing the case at the Department, and that unless the propriety of the collection is sustained by the chief inspector the money will be returned to the employee from whom collected. Such protest must be filed within thirty days from the date of the collection, and the officer with whom it is filed shall immediately notify the chief inspector of such action.

Collection from postal employee.

—procedure in case of.

3. If such recovery be not so made, then the following procedure shall be had:

Procedure in case of nonrecovery.

*a.* If the loss be of mail involving the payment of indemnity, the chief inspector shall report the facts of the loss and detailed information regarding the same, together with the fact that demand has been made and refused, to the Third Assistant Postmaster-General, who shall, when in his judgment the facts warrant it, certify for payment of such indemnity as shall be involved.

—report to Third Assistant Postmaster-General.

*b.* If the loss is chargeable to a mail contractor or railway postal clerk, the chief inspector shall report all the facts to the Second Assistant Postmaster-General, who shall, upon the report from the Third Assis-

—report to Second Assistant Postmaster-General.



ant Postmaster-General that he has certified for the payment of the indemnity where indemnity is involved, impose such fine or take such disciplinary measures as he shall determine proper, and report the amount thereof to the chief inspector in order that the latter may determine whether it may be desirable that further proceedings be had.

—submission of facts to the Assistant Attorney-General and procedure upon advice.

c. If the chief inspector shall determine that further proceedings shall be had, he shall submit all the facts to the Assistant Attorney-General for the Post-Office Department, with a request for advice as to whether or not suit should be brought by the United States for the recovery of the amount involved. Upon receipt of the reply of the Assistant Attorney-General the chief inspector shall, if he deem proper, prepare the request of the Postmaster-General upon the Solicitor of the Treasury that suit shall be brought against the party held responsible and against his bondsmen, if there be any. In case of recovery, the amount so recovered shall be paid over to the United States and to the losers of the mail, as their respective interests shall appear.

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## CHAPTER 14.

### MISCELLANEOUS PROVISIONS RELATING TO THE POST-OFFICE DEPARTMENT AND POSTAL SERVICE.

#### I.—OATH OF OFFICE.

Clerks who are notaries public not to charge for administering oath.

See 1890, Aug. 29, ch. 820, par. 1, 1 Supp., 791.

Officer, clerk, or employee shall not charge notarial fee, when.

#### Sec. 210.

2. No officer, clerk, or employee in the executive service of the Government (except postmasters at offices of the fourth class), who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or for any person when, in the case of such person, the act is performed during the hours of such notary's service to the Government. Disobedience of this order shall be ground for immediate dismissal from the service. This order shall not apply to oaths of disinterestedness or other oaths required to be made by law, provided that the work in connection therewith is not performed during office hours.

**Sec. 211.** Whenever any woman employed in the postal service, either as postmaster or unclassified clerk, marries she must take the oath of office anew. New oath required when female employee marries.

2. A classified woman employee in the postal service who shall change her name by marriage will not be reappointed. Classified woman employee.

**Sec. 212½.** All officers and employees of the United States, of every description, serving in or under any of the Executive Departments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its committees, or in any way save through the heads of Departments in or under which they serve, on penalty of dismissal from the Government service. Officers and employees not to attempt to influence legislation.

### III.—EXEMPTION OF CERTAIN EMPLOYEES FROM MILITIA DUTY—OTHER OBLIGATIONS AS CITIZENS.

#### **Sec. 215.**

**NOTE.**—The act of January 21, 1903 (chap. 196, 32 Stat. L., 775), exempts from militia duty "Postmasters and persons employed by the United States in the transmission of the mail, ferrymen employed at any ferry on a post-road." Postmasters and certain other employees exempt from militia duty.

# TITLE TWO.

## POST-OFFICES AND POSTMASTERS.

### CHAPTER 1.

#### ESTABLISHMENT OF POST-OFFICES AND APPOINTMENT OF POSTMASTERS.

##### I.—ESTABLISHMENT OF POST-OFFICES.

Designation of  
branch post-offices.

Sec. 231. Branch post-offices shall be known as "stations."

Stations.

2. All stations will issue and pay money orders, register letters and parcels, and sell postal supplies. Stations that receive and dispatch mails, either by carriers or through boxes and general delivery, will be designated by letters or local names, as "Station A," or "Austin Station." Stations that are not provided with facilities for receiving and dispatching mails will be designated by numbers, as "Station No. 1." Rural free-delivery stations that receive and dispatch mail will be designated as "rural stations," prefaced by the local name, as "Hickory Rural Station, Canonsburg, Pa."

##### III.—BONDS AND COMMISSIONS OF POSTMASTERS.

Release of sureties and renewal of postmasters' bonds.

Sec. 243.

Release from suretyship and approval of new bond. 1905, Mar. 3, ch. 1488, 33 Stat. L., 1259.

2. That whenever any postmaster, clerk, carrier, or other person in the postal service, employed in the Post-Office Department or elsewhere, notifies the Postmaster-General of his desire to execute a new bond, or whenever any of the sureties of such postmaster, clerk, carrier, or other person, notifies the Postmaster-General of his desire to be released from such suretyship, or whenever the Postmaster-General deems a new bond necessary or expedient, the execution of the new bond may be directed by the Postmaster-General. When accepted by the Postmaster-General, the sureties of postmasters in the prior

bond shall be released from responsibility for all acts or defaults of the postmaster which may be done or committed subsequent to the last day of the quarter in which such new bond shall be executed and accepted, and the sureties of other persons in the prior bond shall be released from responsibility for all acts or defaults of such persons which may be done or committed subsequent to the day such new bond becomes operative.

## CHAPTER 2.

### CLASSIFICATION AND COMPENSATION OF POSTMASTERS.

#### II.—COMPENSATION OF POSTMASTERS.

##### Sec. 255.

2. In determining the gross receipts upon which the salary of a postmaster shall be based, stamps, stamped envelopes, and postal cards sold in large or unusual quantities to any person to be used in mailing matter at other post-offices will not be included, whether the sale be made with or without solicitation by the postmaster. When postage stamps or stamped paper are sold in large or unusual quantities, it shall be the duty of the postmaster to inquire into and ascertain whether or not the purchaser intends to use such postage stamps or stamped paper for mailing matter in his office, or other offices; and the fact shall be clearly indicated in his monthly stock report on Form 3240 to the Third Assistant Postmaster-General. Upon evidence of neglect of the postmaster to ascertain and report such facts, he will be required to refund the amount of the excess salary and allowances he may have received on account of such sales.

Salaries of postmasters at offices of the first, second, and third classes.

Gross receipts on which salary of postmaster is based, how determined.

Duty of postmaster.

##### Sec. 258.

3. Postmasters will be allowed commissions on the amount of newspaper and periodical postage collected in money and on the postage collected in money on identical pieces of third and fourth class matter mailed under the provisions of section 483½ without postage stamps affixed, the same as on cancellations of postage stamps. The total collections on second-class matter must be reported as one item, and the total

Commissions of postmasters of fourth class.

—on newspaper and periodical postage and postage on identical pieces.

Collections, how reported.



collections on third and fourth class matter (combined) as another separate item, in the quarterly postal account which postmasters are required by section 39½ to send to the Auditor for the Post-Office Department, and must not be included in the transcript of stamps canceled. Such collections must also be reported on statements to be sent to the Third Assistant Postmaster-General, as provided in sections 408, 408½, and 483½.

## CHAPTER 3.

### GENERAL PROVISIONS RELATING TO POST-OFFICES.

#### III.—REGULATIONS, GUIDES, AND CORRESPONDENCE.

Correspondence  
with Department,  
Telegrams.

#### Sec. 272.

3. Postmasters and others in the postal service should make official telegrams as brief as possible—for illustration, in the following form:

CHARLESTON, S. C., *June 30, 1904.*

—style of.

CHIEF INSPECTOR,

*Washington, D. C.*

Post-office entered last night. Stamps and postal funds stolen.

SMITH, *Postmaster.*

—to be addressed  
to title of official.

Unnecessary words should be omitted, but the message must make clear the meaning. A postmaster should be addressed simply by his title, as "Postmaster, Buffalo, N. Y." Postmasters should sign with their surnames, followed by the word "Postmaster." Department officials should not be addressed by name, but simply by their titles, thus: "Postmaster-General," "First Assistant Postmaster-General," "Second Assistant Postmaster-General," "Third Assistant Postmaster-General," "Fourth Assistant Postmaster-General," "Purchasing Agent," "General Superintendent Railway Mail Service," or "Chief Inspector." A telegram should never be addressed to a division chief, thus: "First Assistant Postmaster-General, Division of Salaries and Allowances, Washington, D. C.," but simply "First Assistant Postmaster-General, Washington, D. C." Telegrams to the Department will be

sent, "Official business, collect Government rate." Personal telegrams must be prepaid. Officials of this Department should also use greater care in the use of the telegraph, making the address and title as well as the body of the message as brief as consistent, and should sign with their surnames only.

All telegrams emanating from the Department or any of its offices or divisions located in Washington shall be forwarded to the Department telegraph office for transmission. The operator in charge of said office shall keep a record of such telegrams and shall divide them as equally as possible between the respective companies in cases where telegrams are destined to places on the lines of the different companies. Employees of the Department traveling or located outside of Washington will endeavor to divide equitably the telegraph business between the different companies.

## CHAPTER 4.

### ORGANIZATION OF POST-OFFICES.

#### III.—CLERKS AND OTHER EMPLOYEES AT OFFICES OF THE FIRST AND SECOND CLASSES.

##### Sec. 287.

NOTE.—The appropriation act for 1908 provides for two assistant postmasters at \$4,000 each per annum (New York and Chicago), but makes no provision for a second assistant postmaster at New York.

Provision is also made for the following:

Private secretaries, at salaries of \$900, \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,400.

Cashiers, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,200, \$2,400, and \$2,600.

Assistant cashiers, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,000.

Finance clerks, bookkeepers, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,200, and \$2,400.

The title "stamp clerk" is omitted, but provision is made for "chief stamp clerk," at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,100, and \$2,200.

Assistant superintendents of mails, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,200, and \$2,400.

Assistant superintendents of delivery, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,400.

No provision is made for superintendents of delivery at salaries below \$1,300.

Assistant superintendents of registry, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,400.

No provision is made for superintendents of money order below \$1,300.

Classification and salaries of clerks at offices of the first class.

—from employees outside of Washington.

—emanating from the Department, etc.

—to be sent collect to Department.

Assistant superintendents of money order division, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,400.

No provision is made for superintendents of stations at salaries below \$1,100.

Clerks in charge of stations, at \$400, \$500, \$600, \$800, \$900, and \$1,000.

Foremen, at \$1,200, \$1,300, \$1,400, \$1,500, and \$1,600.

Clerks in the \$1,300 and \$1,400 grades are designated as "special clerks." In the clerical grades from \$600 to \$1,200 all titles are omitted, the designation being "clerks."

Printers and pressmen, at \$600, \$700, \$800, and \$900.

No appropriation is made for firemen. An appropriation is made for oilers at \$900 and for one machinist at \$1,200 per annum.

Two auditors at \$3,000 each per annum.

Assistant superintendents of stations, at \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, and \$1,800.

Chief mailing clerks, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,200.

Stamp clerks, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,100, and \$2,200.

Examiners of stations, at \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,000.

Night superintendents, at \$2,100.

Superintendents of carriers, at \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,100.

Superintendents of inquiry, at \$2,000 and \$2,100.

Superintendents of second-class matter, at \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,000.

See sec. 288½.

Clerks in first and second class offices and carriers in city delivery service shall be divided into grades.

1907, Mar. 2 (Public, No. 172).

—shall be promoted successively.

—may be promoted upon satisfactory evidence.

—may be reduced in grade.

—may be restored to former grade or advanced to intermediate grade.

—may be promoted at the beginning of second or subsequent quarter, when.

**Sec. 288½.** After June thirtieth, nineteen hundred and seven, clerks in offices of the first and second class and carriers in the city delivery service shall be divided into six grades, as follows: First grade, salary six hundred dollars; second grade, salary eight hundred dollars; third grade, salary nine hundred dollars; fourth grade, salary one thousand dollars; fifth grade, salary one thousand one hundred dollars; sixth grade, salary one thousand two hundred dollars. Clerks and carriers at first-class offices shall be promoted successively to the fifth grade, and clerks and carriers at second-class offices shall be promoted successively to the fourth grade.

2. After June thirtieth, nineteen hundred and seven, all promotions of both clerks and carriers shall be made at the beginning of the quarter following the expiration of a year's service in the next lower grade. No promotion shall be made except upon evidence satisfactory to the Post-Office Department of the efficiency and faithfulness of the employee during the preceding year. The Post-Office Department may reduce a clerk or carrier from a higher to a lower grade whenever his efficiency falls below a fair standard or whenever necessary for purposes of discipline. When a clerk or carrier has been reduced in salary he may be restored to his former grade or advanced to any intermediate grade at the beginning of any quarter following the reduction, on evidence that his record has been satisfactory during the intervening period. When a clerk or carrier fails of promotion because of unsatisfactory service, he may be promoted at the beginning of the second quarter thereafter, or of any subsequent quarter, on

evidence that his record has been satisfactory during the intervening period. Clerks and carriers of the highest grade in their respective offices shall be eligible for promotion to the higher positions in said post-offices. —eligible for promotion to higher positions.

3. After June thirtieth, nineteen hundred and seven, any clerk shall be eligible for transfer to the service of a carrier, and any carrier shall be eligible for transfer to the service of a clerk, such transfer to be made to any grade not higher than the corresponding grade of salary, and the time which such clerk or carrier shall have served in the grade from which such transfer was made shall be counted in connection with the service to which such transfer may be made in computing the time of service necessary to entitle such employees to promotion: *Provided*, That no clerk or carrier shall be promoted more than one grade within any one year's period of service: *Provided, however*, That the carriers who on June thirtieth, nineteen hundred and seven, are regularly employed at a salary of eight hundred dollars per annum shall be promoted to the fourth grade upon evidence satisfactory to the Post-Office Department of the efficiency and faithfulness of the employee during at least one year's service. Clerk may be transferred to carrier and carrier to clerk.

Limitation on promotion.

4. After June thirtieth, nineteen hundred and seven, auxiliary employees may be employed to be paid for actual service at the rate of thirty cents an hour: *Provided*, That such employees shall be required to work not less than two hours daily, and may serve as substitutes: *And provided further*, That such employees shall be eligible for appointment as clerks and carriers of the first grade. Auxiliary employees.

Auxiliary employees.

5. After June thirtieth, nineteen hundred and seven, substitutes may be employed to be paid at the rate of thirty cents an hour when serving for absent clerks and carriers: *Provided*, That such substitutes shall be eligible for appointment as auxiliary employees and as clerks and carriers of the first grade. Substitutes.

Substitutes.

**Sec. 289.**

7. No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service. Classified civil service. Officer or employee may not instruct for examinations.

Classified civil service. Officer or employee may not instruct for examinations.

8. The probationary period of six months, for which persons appointed in the post-office service shall serve, shall begin with the date of appointment as a regular clerk or carrier and not from the date of appointment as substitute. Beginning of probationary period.

Beginning of probationary period.



Appointment of clerks in post-offices of first and second classes.

Salary of Government employees. 1906, June 30, ch. 3914, 34 Stat. L., 763. Division.

### Sec. 292.

6. Where the compensation of any person in the service of the United States is annual or monthly the following rules for division of time and computation of pay for services rendered are hereby established: Annual compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the United States during a thirty-one-day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the thirtieth day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for one day's unauthorized absence on the thirty-first day of any calendar month one day's pay shall be forfeited: [*Provided*, That] acting or substitute city letter carriers, rural letter carriers, post-office clerks, railway mail clerks, and other employees connected with the postal service who are temporary employees, shall be paid at the usual rate for each day's service during the fiscal year ending June thirtieth, nineteen hundred and seven, and thereafter. [The above provisions] shall not be construed to prevent acting or substitute letter carriers, rural letter carriers, post-office clerks, railway mail clerks, and other employees connected with the postal service who are temporary employees being paid during the fiscal year nineteen hundred and seven at the usual rate for each day's actual service.

Removals from classified service. Civil Service Rule XII.

**Sec. 295.** In making removals or reductions, and in other punishment, penalties like in character shall be imposed for like offenses.

Removal without notice, when.

2. No person shall be removed from a competitive position except for such cause as will promote the efficiency of the service. When the President or head of an Executive Department is satisfied that an officer or employee in the classified service is inefficient or incapable and that the public service would be materially improved by his removal, such removal may be made without notice to such officer or employee. but the cause of removal shall be stated in writing and filed. When misconduct is committed in the view and presence of the President or head of an Executive Department, removal may be made summarily and no statement of reasons need be filed.

Statement of cause, when, and when not, filed.

Computation.

Proviso of forfeiture.

1907, Mar. 2 (Public—No. 172). Acting or substitute city letter carriers, etc. 1907, Mar. 4 (Public—No. 254).

3. Where a recommendation for removal or reduction in grade or compensation of an officer or employee is made to the head of an Executive Department by a bureau chief or other subordinate officer, the said head of Department may, in his discretion, require that the person sought to be removed be furnished with a statement in writing of the reasons for such action, and be allowed a reasonable time for personally answering the same.

Accused may be furnished with statement.

4. The Civil Service Commission shall have no jurisdiction to investigate any removal unless it is alleged that the procedure required by section 2 of Rule XII has not been followed, or that the removal was made for political or religious reasons.

Jurisdiction of Civil Service Commission.

5. Whenever, in the opinion of a postmaster at any classified office, any clerk should be removed on account of dereliction of duty, delinquency, misconduct, or inefficiency, he will transmit to the First Assistant Postmaster-General, Division of Salaries and Allowances, written charges and specifications, detailing fully his reasons for recommending removal.

Charges to be preferred against persons sought to be removed.

6. The postmaster will furnish the accused with a copy of the charges and specifications and advise the First Assistant Postmaster-General thereof when the charges are forwarded. The accused should be informed that such defense as he may desire to make must be returned to the postmaster for transmission to the Post-Office Department within ten days from the receipt of the copy of the charges. Whenever it is impracticable to present the copy to the accused in person it should be sent by registered mail and the receipt preserved.

Accused to be advised of charges.

—to have opportunity to make defense.

7. The defense must be in writing, and, after due examination by the postmaster, should be promptly transmitted to the First Assistant Postmaster-General, accompanied by an expression of the postmaster's opinion thereon and such recommendation as he may desire to make.

Defense to be submitted to Department.

8. If the accused fails to make any defense to the charges preferred within the time specified, the case as presented by the postmaster will be considered by the Department.

Where no defense is filed.

**Sec. 300.**

4. Postmasters may, in addition to the leave of absence with pay provided by law, grant a leave of absence without pay to a clerk in case of illness, disability received in the service, or other urgent necessity, such leave not to exceed thirty consecutive days

Leaves of absence for clerks. Leave of absence without pay.

or sixty days in any one calendar year. An application for a leave of absence to cover a longer period of time must be made to the First Assistant Postmaster-General, Division of Salaries and Allowances, and must clearly state the reason therefor.

**ADDITIONAL NOTE.**—After July 1, 1907, leaves of absence authorized by law to clerks in post-offices shall be construed exclusive of Sundays and holidays. (Act Mar. 2, 1907—Public, No. 172.)

Employment and payment of substitute when clerk is absent other than on annual leave.

1905, Mar. 3, ch. 1480, 33 Stat. L., 1085.

**Sec. 300 $\frac{1}{2}$ .** When any clerk in post-offices of the first or second class, or in the railway mail service, or any letter carrier in the city free-delivery service, is absent from duty from any cause other than the fifteen days' annual leave with pay allowed by law, the Postmaster-General, under such regulations as he may prescribe, may authorize the employment of a substitute for such work, and payment therefor from the lapsed salary of such absent clerk or letter carrier at a rate not to exceed the pay of the grade of work performed by such substitute.

**NOTE.**—See sec. 288 $\frac{1}{2}$ , par. 5, for the statutory authority for rate of pay of substitutes for carriers after June 30, 1907.

Substitute clerks. —may be employed for clerks on leave or attending court.

**Sec. 301.** Postmasters at first and second class post-offices are authorized to appoint, subject to the approval of the Department, as many substitute clerks as may be necessary. At post-offices where city free delivery has been established postmasters will select substitute clerks from the eligible register in the same manner as for appointment to regular clerkships and will promote them to vacancies in the clerical force in order of seniority. Whenever a substitute is promoted to a clerkship another substitute will be appointed to fill the vacancy, and all such changes must be reported to the First Assistant Postmaster-General as soon as made.

Pay of substitute clerks.

2. When for any cause a regular clerk is absent from duty without pay, postmasters are authorized to employ a substitute clerk at the rate of \$800 per annum, but in no case at a higher rate than the salary of the absent clerk. In all cases where the regular clerk is absent with pay, substitutes will be paid from the appropriation for substitutes or for temporary clerk hire, and authority for their employment and payment must be obtained in advance from the First Assistant Postmaster-General, except as provided for in paragraph 3 of this section.

**NOTE.**—See sec. 288 $\frac{1}{2}$ , par. 5, for statutory authority for rate of pay after June 30, 1907.



3. Whenever clerks are subpoenaed as witnesses for the Government in United States courts, postmasters at first and second class post-offices are authorized to employ temporary clerks at the rate of \$600 per annum to serve during the time the regular clerks are absent attending court. A full report of such employment shall be made to the First Assistant Postmaster-General for his approval.

Employment of temporary clerks during absence, as witnesses, of regular clerks.

**Sec. 306.**

2. The time recorder must be used by the superintendents, clerks, carriers, and all other employees in reporting for duty, on leaving for or returning from trips or meals, and at the close of the day's work. This record must be taken at least once daily, the aggregate time (total number of working hours and minutes served by each employee) entered in a time book, and the tapes with the original record securely pasted in a time book furnished by the Fourth Assistant Postmaster-General, Division of Supplies. The failure of an employee to register will be treated as a violation of the regulations, and must be reported to the Department by the postmaster for action.

Time recorders.

—all employees to use.

—record of time from.

Failure of employees to register.

See sec. 748 as to use of time recorders by letter carriers.

**IV.—CLERICAL ASSISTANCE AT OFFICES OF THE THIRD AND FOURTH CLASSES.**

**Sec. 308.**

2. No allowance in excess of two hundred dollars shall be made where the salary of the postmaster is one thousand dollars, one thousand one hundred dollars, and one thousand two hundred dollars; nor in excess of three hundred dollars where the salary of the postmaster is one thousand three hundred dollars, one thousand four hundred dollars, and one thousand five hundred dollars; nor in excess of four hundred dollars where the salary of the postmaster is one thousand six hundred dollars, one thousand seven hundred dollars, one thousand eight hundred dollars, and one thousand nine hundred dollars.

Allowances for clerk hire at distributing offices of third and fourth classes.

Limitation on allowance.

1904, April 28, ch. 1759, 33 Stat. L., 433.

NOTE.—The act of March 2, 1907 (Public, No. 172), making appropriations for the service of the Post-Office Department, provides for allowance not in excess of \$500 from July 1, 1907, where the salary of the postmaster is \$1,800 or \$1,900.

3. Applications for allowances for clerical assistance at separating offices of the third and fourth classes must be made to the First Assistant Postmaster-General, Division of Salaries and Allowances, stating the amount of mail handled for other offices and the rea-

—applications for, what to contain.



sons why help is necessary in order to properly attend to such distribution.

—at post-offices of third and fourth classes located at intersection of mail routes.

4. Post-offices of the third and fourth classes located at the intersection of mail routes may be allowed clerk hire out of the appropriation for separating mails, upon the application of the postmaster. Such allowances shall be based upon the average amount of ordinary mail in transit daily, and the average number of registry pieces in transit monthly, one registry transit being regarded as equivalent to thirty pieces of ordinary mail.

Allowances for clerical assistance where unusual business accrues.

—applications for, when allowed.

#### Sec. 309.

2. Applications for allowances for clerk hire on account of unusual business accruing at third and fourth class post-offices shall be made to the First Assistant Postmaster-General, Division of Salaries and Allowances, and will be granted when it is shown that the salary of the office (or the commissions on cancellations) is not sufficient compensation for the work performed, and where, by reason of the unusual business, clerical assistance is employed that would not be necessary under usual conditions.

Scale of allowances.

Sec. 309½. The following scale is hereby adopted as a guide in making allowances for separating mails, and the allowance in no case shall exceed the maximum amount fixed under the scale, and shall be graded according to the condition of the appropriations for separating mails and for clerk hire for third-class post-offices:

Where the average number of pieces of mail separated daily amounts to 34 and is not in excess of 66 pieces, the annual allowance shall not exceed \$36. For each increase of 33 pieces in the average number separated daily, not to exceed \$12 additional may be allowed annually until the average number of pieces separated daily amounts to 600 pieces. For each increase of 50 pieces in the average number separated daily above 601, \$12 additional may be allowed annually, as follows:

|                             |                 |
|-----------------------------|-----------------|
| From 34 to 66 pieces-----   | \$36 per annum. |
| From 67 to 100 pieces-----  | 48 per annum.   |
| From 101 to 133 pieces----- | 60 per annum.   |
| From 134 to 166 pieces----- | 72 per annum.   |

|                              |                 |
|------------------------------|-----------------|
| From 167 to 200 pieces ..... | \$84 per annum. |
| From 201 to 233 pieces ..... | 96 per annum.   |
| From 234 to 266 pieces ..... | 108 per annum.  |
| From 267 to 300 pieces ..... | 120 per annum.  |
| From 301 to 333 pieces ..... | 132 per annum.  |
| From 334 to 366 pieces ..... | 144 per annum.  |
| From 367 to 400 pieces ..... | 156 per annum.  |
| From 401 to 433 pieces ..... | 168 per annum.  |
| From 434 to 466 pieces ..... | 180 per annum.  |
| From 467 to 500 pieces ..... | 192 per annum.  |
| From 501 to 533 pieces ..... | 204 per annum.  |
| From 534 to 566 pieces ..... | 216 per annum.  |
| From 567 to 600 pieces ..... | 228 per annum.  |
| From 601 to 650 pieces ..... | 240 per annum.  |
| From 651 to 700 pieces ..... | 252 per annum.  |

V.—BONDS OF CLERKS IN POST-OFFICES.

Sec. 312.

Bonds of clerks in post-offices.

NOTE.—See par. 2, sec. 243, as to release from suretyship and approval of new bond.

CHAPTER 5.

ALLOWANCES AND SUPPLIES FOR POST-OFFICES.

I.—ALLOWANCES FOR RENT, LIGHT, AND FUEL.

Sec. 317.

Expenditures for rent, light, and fuel at first, second, and third-class offices.

ADDITIONAL NOTE.—The act of March 2, 1907 (Public No. 172), making appropriations for the service of the Post-Office Department (effective July 1, 1907), provides that there shall not be allowed, for use in any third-class post-office, for rent a sum in excess of \$480, nor more than \$80 for fuel and light in any one year.

IV.—STATIONERY AND GENERAL SUPPLIES.

Sec. 325.

Supplies furnished. Wrapping twine.

2. Postmasters at offices the gross receipts of which exceed \$100 per annum may be supplied with wrapping twine if the necessity therefor be shown.

Sec. 325½. Postmasters shall not permit any person to leave or install in post-offices or upon post-office premises, for test, approval, or otherwise, any machine, invention, or device, on any pretext whatever, without first obtaining specific written authority from the Department.

Prohibition against leaving devices on premises.

## CHAPTER 6.

POSTAGE STAMPS, STAMPED ENVELOPES, AND  
POSTAL CARDS.

## I.—SALE OF STAMPS, ENVELOPES, ETC.

Redemption of un-  
canceled and unserv-  
iceable postal cards.

**Sec. 330.** Postmasters at all post-offices shall redeem, in postage stamps or other stamped paper only, and from the original purchasers, uncanceled and unserviceable postal cards at 75 per cent of their face value. Parts or pieces of cards will not be redeemed; nor will cards which have been treated by bronzing, enameling, or other process of coating be redeemed under the provisions of this order. They shall not redeem or exchange postage stamps nor stamped envelopes, except as provided in section 339 and the circulars of instruction.

## IV.—REDEMPTION OF STAMPED ENVELOPES.

Redemption of  
stamped envelopes.

**Sec. 339.** Postmasters may redeem United States stamped envelopes and newspaper wrappers at their face value, either in postage stamps, stamped envelopes, or postal cards, when they are presented in a substantially whole condition and have not been used in the mails: *Provided*, That stamped envelopes bearing a printed return card may be redeemed only from the original purchaser thereof. Stamped envelopes and newspaper wrappers which bear no printing indicating the original purchaser may be redeemed when presented by any responsible person. In case of doubt, or where large quantities are presented for redemption, especially in the case of office request stamped envelopes bearing the blank return card of some other post-office, the matter should be referred with a statement of all the facts to the Third Assistant Postmaster-General, Division of Redemption, and instructions awaited.

CHAPTER 7.

LETTER BOXES, CALL AND LOCK BOXES, AND KEY DEPOSITS.

II.—CALL AND LOCK BOXES.

Sec. 347. The following schedule, based upon the kind and capacity of boxes and the gross receipts at post-offices, has been adopted and will be strictly adhered to by the Department in the establishment of all box-rent rates:

Box-rent rates.

| Gross receipts of post-office.              | Rate per quarter.           |                               |                             |                              |                             |                                   |
|---|-----------------------------|-------------------------------|-----------------------------|------------------------------|-----------------------------|-----------------------------------|
|   | Call boxes, small, <i>a</i> | Call boxes, large, <i>b</i> . | Lock boxes, small, <i>a</i> | Lock boxes, medium, <i>c</i> | Lock boxes, large, <i>d</i> | Lock boxes, extra large, <i>e</i> |
| Less than \$500.....                        | \$0.10                      | \$0.15                        | \$0.20                      | \$0.25                       | \$0.35                      | \$0.45                            |
| \$500 and less than \$1,900.....            | .15                         | .20                           | .25                         | .35                          | .45                         | .60                               |
| \$1,900 and less than \$5,000.....          | .20                         | .25                           | .35                         | .45                          | .60                         | .75                               |
| \$5,000 and less than \$10,000.....         | .25                         | .35                           | .45                         | .60                          | .75                         | 1.00                              |
| \$10,000 and less than \$40,000.....        | .35                         | .45                           | .60                         | .75                          | 1.00                        | 1.50                              |
| \$40,000 and less than \$100,000.....       | .45                         | .60                           | .75                         | 1.00                         | 1.50                        | 2.00                              |
| \$100,000 and less than \$300,000.....      | .60                         | .75                           | 1.00                        | 1.50                         | 2.00                        | 3.00                              |
| \$300,000 and less than \$1,000,000.....    | .75                         | 1.00                          | 1.50                        | 2.00                         | 3.00                        | 4.00                              |
| \$1,000,000 and less than \$5,000,000.....  | 1.00                        | 1.50                          | 2.00                        | 3.00                         | 4.00                        | 5.00                              |
| \$5,000,000 and less than \$15,000,000..... | 1.50                        | 2.00                          | 3.00                        | 4.00                         | 5.00                        | 6.00                              |
| \$15,000,000 and upward.....                | 2.00                        | 3.00                          | 4.00                        | 5.00                         | 6.00                        | 7.00                              |

—schedule of.

Gross receipts of post-office.

- a* Less than 200 cubic inches in capacity.
- b* Capacity 200 cubic inches and upward.
- c* Capacity 200 cubic inches and less than 500 cubic inches.
- d* Capacity 500 cubic inches and less than 900 cubic inches.
- e* Capacity 900 cubic inches and upward.

Sec. 348.

Rent of boxes.

2. Box rents must be collected at the beginning of each quarter for the entire quarter, but no longer. Ten days before the last day of each quarter postmasters are required to place a bill (on Form 1538 or 1538½) bearing the date of the last day of the quarter in each rented box. If a box holder fails to renew his right to his box on or before the last day of a quarter the box shall then be closed and offered for rent, and the mail will be placed in the general delivery.

—to be collected for the entire quarter.

Sec. 349. Postmasters at all offices, even where the box equipment is furnished by them, must account to the Auditor for the Post-Office Department at the end of each quarter for the box rents collected for boxes

Amount of receipts from box rents.  
—to be rendered at all offices.



Division of box  
rents.

assigned for that quarter, as part of the receipts of the office (see sec. 257), and in case of retirement from office during a quarter the exact amount of box rents collected only will be reported. Where different postmasters serve in the same quarter, the division of the box rents, which are a part of the compensation of the office, between them will be adjusted by the Auditor, and proper credits authorized. (See sec. 258.)

### III.—KEY DEPOSITS.

Rules as to key de-  
posits.  
Payments from  
key deposits.

#### Sec. 354.

2. No postmaster will be permitted to expend from the key funds of any post-office any amount in payment of bills demanded for keys, unless such bills contain an itemized statement showing the number and kind of keys for which payment is demanded.

## CHAPTER 8.

### CARE OF PUBLIC FUNDS AND PROPERTY—DEPOSITS OF SURPLUS FUNDS.

#### I.—CARE OF PUBLIC FUNDS AND PROPERTY.

Waste paper and  
twine.

**Sec. 357.** Postmasters must carefully preserve all waste paper which included dead and unclaimed domestic printed matter (sec. 674), facing slips that have been used (sec. 609), and all other useless paper and all waste twine, including remnants of twine unfit for use (sec. 551). As much as possible should be realized from this waste matter, and when practicable it should be sold before the expiration of the quarter and the proceeds accounted for as postal funds. (See secs. 114 and 374 to 376.) Sales should be made in the neighborhood of the post-office, if possible. Waste paper and twine can not be sent free in the mails to a purchaser, and mail bags must not be used to store or carry it away.

—what included  
in.  
—sale of.

Disposition of  
files of papers in  
post-offices.

1906, May 11, ch.  
2448, 34 Stat. L.,  
186.

2. The Postmaster-General is hereby authorized to sell as waste paper or otherwise dispose of the files of papers which have accumulated or may hereafter accumulate in post-offices, that are not needed in the transaction of current business and have no permanent value or historic interest, and pay the proceeds of said sales into the Treasury as postal revenues.

*a.* Whenever there shall be in any post-office an accumulation of files of papers such as are described in the next preceding paragraph, the postmaster shall report the facts to the Department for instructions. Report of accumulation of files.

*b.* Such report shall give a general description of each class of files referred to, in order that their character may be identified, and state their approximate age. It shall be accompanied by a specimen or sample of each kind of file included in the report. When the files are in book form, a leaf taken from each book will be considered such specimen or sample. A separate report should be made for and addressed to the office of the Department to the business of which the files relate. —shall show what. —accompanied by sample, when.

*c.* The report shall be considered in the Department, and if it shall be determined that the files of papers described are not needed or useful in the transaction of the current business and have no permanent value or historic interest, the postmaster shall be instructed to dispose of such files in the manner hereinafter stated. Instructions to postmasters.

*d.* Upon receipt of instructions from the Department to dispose of such files the postmaster shall make publication of notice inviting proposals for the purchase of such files by posting a notice in the post-office, or by advertising in a newspaper, if so authorized by the Department, and shall thereupon dispose of the files upon the best obtainable terms so secured and account for the proceeds so received in accordance with regulations, and report the facts to the Department. If no proposal can be secured for such files, they shall be destroyed without expense to the Department. Copy of such notice or advertisement shall be sent to any historical society or institution of learning within the State in which the post-office is located which, in the judgment of the postmaster, may be interested in the preservation of such documents. Disposition of files by postmasters.

3. In case the instructions to the postmaster so direct, such sale or destruction of files shall not take place until after the files which have been described by the postmaster have been examined by a post-office inspector and found to correspond with the specimens or samples submitted to the Department. —shall not take place until examination by post-office inspector, when.

4. In all cases the postmaster shall inform the inspector in charge of the district in which the post-office Postmaster shall inform inspector in charge.

is situated of the authority given to dispose of the files, in order that files, if any, bearing upon matters under investigation may be withheld from the effect of the order as long as may be necessary.

Files to be re-  
tained pending ac-  
tion in court.

5. When there has arisen any action at law or equity either by or against the United States involving the postal service, or any prosecution under the laws of the United States, the postmaster shall retain all files relating to the cause of action until otherwise instructed by the Department.

Files to be re-  
tained, how long.

6. No files shall be disposed of in accordance with these provisions until they shall have been retained in the post-office for the length of time specified in paragraph 9, or in orders of instructions published in the Official Postal Guide and monthly supplements thereto.

Disposition of  
memoranda.

7. Memoranda of the transaction of business may be disposed of by postmasters after retention for the periods specified in the order of instructions above referred to, without the formality of a report to the Department and instructions thereon as provided for the disposition of files.

Files and mem-  
oranda of railway  
mail service.

8. Files and memoranda in division headquarters of the railway mail service shall be subject to the provisions of this regulation, and division superintendents of the railway mail service shall make the necessary reports as to files and receive instructions thereon. When the disposition of files is authorized, or memoranda are to be disposed of, the division superintendent shall turn them over to the postmaster for sale or other disposition, as herein provided.

#### FILES.

Files to be re-  
tained.

9. The following-described files shall be retained in post-offices and in headquarters railway mail service for the periods herein named before they may be reported to the Department for instructions as to disposition.

—specifications as  
to character of  
files and time of  
retention.

#### CITY DELIVERY SERVICE.

Carriers' daily trip reports; records of carriers' time tape—six years.

## TRANSPORTATION OF MAILS.

*(a) Star routes.*

Monthly registers of arrivals and departures of mail on star routes kept at terminal offices; monthly register, intermediate office; monthly register (steamboat)—two years.

Notice to postmaster at special office of supply of such office by regular route; notice to postmaster of change of base of special supply—one year.

Notice to postmaster at base of supply of the establishment of special service—one year after discontinuance of special service.

Notice to postmaster of order changing schedule; notice to postmaster of establishment of new post-office on route; notice to postmaster of discontinuance of mail route; notice to postmaster of instructions to contractor to supply office at new site; notice to postmaster of change of service; notice to postmaster of change of service and change of schedule; notice to postmaster of award of contract; instructions to postmaster accompanying notice of award of contract; all pamphlet advertisements inviting proposals for service, and accompanying circulars, and all circular advertisements inviting proposals for service—one year from end of contract term.

*(b) Railroad service.*

Notice to postmaster of establishment of service; notice to postmaster of post-office embraced on route; notice to postmaster of omission of post-office from route; notice to railway mail service of order establishing or changing service on railroad route—during term of service.

Quarterly report of service; correspondence with postmaster relative to exchange of mails by postmaster; notice to postmaster of authority to pay for service in connection with weighing of the mails; notice to postmaster of authority to Auditor to credit for payment for service in connection with weighing of mails; letter correspondence with postmaster respecting payment (excepting authority to pay, which should be retained until otherwise directed) and credit



for same for freight and cartage on postal cards, stamped envelopes, and mail equipment—two years.

(c) *Regulation screen-wagon service.*

Request from Department for information on which to prepare advertisement; notice to postmaster directing attention to "Instructions to bidders," etc., as to equipment, requirements, etc.; notice to postmaster of award of service; monthly report—four years.

(d) *Electric and cable car service.*

Notice to postmaster of establishment of service; notice to railway mail service of establishment of postal-car or closed-pouch service; monthly report—during term of contract.

(e) *Mail-messenger service.*

Directions to postmaster to advertise for mail-messenger service; notice to postmaster of designation of messenger; notice to postmaster that no payment can be made for messenger service because service was performed by other than mail messenger; instructions to postmaster to secure exchange of mails without expense to the Department; notice to postmaster of maximum rate that can be allowed for messenger service; notice to postmaster that messenger service can not be considered until authority for change of site of office has been secured; circulars referring postmaster to sections 1223, 1224, 1225, and 1226, Postal Laws and Regulations; monthly report; notice to postmaster of authority to employ temporary service—two years.

MAIL EQUIPMENT.

Instructions relative to mail locks and keys; directions for operating through registered mail locks and keys; general instructions with reference to mail bags—permanently or until otherwise directed.

FOREIGN MAILS.

Statements of weights of mails dispatched to foreign countries—one year.

## RAILWAY MAIL SERVICE.

Records of registered matter handled by railway postal clerks; registry receipt cards—five years.

Applications for leaves of absence; monthly reports—two years.

Inspection of post-offices by post-office inspectors—one year.

## REGISTRY SYSTEM.

Registry records, such as the stubs or counterparts of the registration receipts given to senders, and the book and card receipts taken from the addresses—six years. All other registry records, three years.

## MONEY-ORDER SYSTEM.

Cash journals and cash blotters; letters of credit account books; lists of international orders certified from foreign countries; money-order cashbooks; press copy books of letters sent; press copies of lists of international orders certified to foreign countries; press copies of weekly statements (where filing system has been adopted); registers of advices received; registers of orders issued—permanently or until otherwise directed.

Advices of international orders payable abroad; advices of paid orders (domestic and international); applications for money orders (domestic and international); card orders issued in Germany—four years.

Certificates of deposit on money-order accounts; remittance letters received from other postmasters—one year.

Clearing-house slips; daily reports of stations; retained copies of remittance letters sent from office—three months.

## MEMORANDA.

The following-described memoranda of the transaction of business, retained in post-offices and in headquarters railway mail service, may be disposed of without the formality of a report and instructions thereon, as in the case of files, after their retention for the time herein named.

Memoranda to be retained.

—specification as to character of files and time of retention.

## CITY DELIVERY SERVICE.

- Carriers' route directory—five years after last entry.
- Special-delivery records—three years.
- Record of letters returned by carriers—two years after last entry.
- Carriers' change-of-address cards—one year.

## RAILWAY MAIL SERVICE.

- Trip reports; transfer clerks' reports—five years.
- Records of arrivals and departures of clerks—three years.
- Receipts for photographic commissions; records of unworked mail; pouch records: daily reports of chief clerks; mail shortage notices—two years.
- Reports of substitutes employed—one year.

## REGISTRY SYSTEM.

Used registered-package envelopes and used package jackets, when they are known to be empty; wrappers with registered-package envelopes pasted thereon; and used registered-package tag envelopes—one year.

## FINANCE.

Postal funds remittance letters received from other postmasters—four years.

## CLASSIFICATION—SECOND-CLASS MATTER.

Newspaper and periodical stub books; books of stubs of receipts of money paid on account of third and fourth class matter mailed without postage stamps affixed—four years.

## RURAL-DELIVERY SERVICE.

Rural carriers' trip reports; rural carriers' reports of mail handled—two years.

10. The time of retention of all files and memoranda not specified herein will be determined by the Department on request of the postmaster.

II.—TEMPORARY DEPOSITS IN BANKS.

**Sec. 359.** Any postmaster may, at his own risk and expense, place any public funds and property in his custody in any State or private bank located in the town, city, or county in which the postmaster resides, for safe-keeping; that is to say, such funds and property may be kept in a receptacle under the depositing postmaster's exclusive control, and the receptacle placed in a safe-deposit vault of such bank, or otherwise intrusted to it for safe-keeping, at the risk and expense of the depositing postmaster. Under no circumstances may such funds or property specially deposited in any bank for safe-keeping be used by the bank or become a part of its assets, or be mingled with its regular deposits. Nothing in this section shall be so construed as to affect the claim of any postmaster to credit or reimbursement on account of loss resulting from burglary, fire, or other unavoidable casualty.

Special deposits in State or other banks, —at postmaster's risk.

—under postmaster's control.

—not to be used by bank.

2. All postmasters are required to make regular remittances to their designated depositaries, as provided by sections 362 to 370.

Regular remittance shall be made.

CHAPTER 9.

POSTMASTERS' ACCOUNTS, DISBURSEMENTS, AND RETURNS.

I.—RECORDS AND ACCOUNTS AT POST-OFFICES.

**Sec. 372.**

4. Postmasters must charge themselves in their quarterly accounts with the difference between the value stated on the Department invoice of stamped envelopes and newspaper wrappers and the amount received from their sale. The difference arises by the sale of envelopes and wrappers singly or in odd lots. For example: If 1,000 2-cent stamped envelopes, invoiced at \$21.20, are sold for \$23, charge \$1.80 as "excess."

Records at post-offices.

Postmasters must charge themselves in their quarterly accounts with "excess" sales.

**Sec. 375.**

1. The amount collected in money as postage on identical pieces of third and fourth class matter (com-

Postal accounts of offices of first, second, and third classes.

—postage on identical pieces.



bined) mailed without postage stamps affixed. (See sec. 483½.)

Record and postal account at offices of fourth class.—postage on identical pieces.

**Sec. 376.**

e1. The amount collected in money as postage on identical pieces of third and fourth class matter (combined) mailed without postage stamps affixed. (See sec. 483½.)

**II.—DISBURSEMENTS FOR EXPENSES OF POST-OFFICES.**

Pay roll of clerks at first and second class offices.—when substitute is paid from lapsed salary.

**Sec. 381.**

4. When a substitute is employed to be paid from the lapsed salary of an absent clerk, the quarterly pay roll must show the time served and the amounts received by both the regular clerk and the substitute; each must sign the pay roll, the substitute immediately below the regular clerk. If the regular clerk is absent the entire quarter, that fact must be shown and also that no payment has been made to him.

Salaries of letter carriers. Payment of substitutes.—in place of carrier absent without pay.

**Sec. 382.**

4. When a substitute is employed in place of a carrier absent without pay, he should be paid at the rate of salary of the absent carrier. The quarterly pay roll must show the time served and the amounts received by both the regular carrier and the substitute; each must sign the pay roll, the substitute immediately below the regular carrier. If the regular carrier is absent the entire quarter, that fact must be shown and also that no payment has been made to him. A substitute who serves in the place of a carrier absent with pay should sign the substitute pay roll, Form No. 1501½, which should also show the name of the regular carrier, the period of his absence, and the reason therefor.

—in place of carrier absent with pay.

NOTE.—See sec. 288½, par. 5, for statutory authority for rate of pay of substitutes for carriers after June 30, 1907.

**III.—DISBURSEMENTS BY POSTMASTERS AS DISBURSING OFFICERS—PAYMENT OF RAILWAY POSTAL CLERKS, ETC.**

Salaries of officers and clerks of railway mail service.

**Sec. 385.**

The salaries of officers of the railway mail service, railway postal clerks, acting railway postal clerks, and substitutes will be paid by the designated disbursing postmasters upon authority and instructions from the Second Assistant Postmaster-General.

10. Postmasters at post-offices where railway postal clerks are paid are hereby authorized and instructed to pay the substitutes employed in cases where railway postal clerks are granted leaves of absence without pay, upon receipt of proper notice from the division superintendent, railway mail service, that the substitutes are entitled to such compensation for periods not to exceed those for which the leaves are granted. The substitutes so employed are to be paid, for service actually performed, at the rate of \$800 per annum, or at the same rate as the regular clerk if the pay of the latter is less than \$800 per annum.

Payments to substitutes.

**Sec. 388.** Acting clerks are employed temporarily to meet the exigencies of the service or in place of clerks absent with pay, and no payment is to be made to an acting clerk without specific authority from the Second Assistant Postmaster-General, and then only for such service as shall have been performed, as shown by a monthly certificate from the division superintendent, railway mail service, and in no case shall payment be made for a longer period than that authorized by the Second Assistant Postmaster-General. The vouchers taken from such acting clerk must be on a separate form (Form 1563), and forwarded direct to the Auditor for the Post-Office Department, with the authority for making payment noted thereon, in order that the necessary credit may be given. Where the acting clerk is serving during the absence of a regular clerk with pay, on account of injury received while on duty, the voucher should be taken on Form 1563A. Where the acting clerk is serving during the absence of a regular clerk on annual leave with pay, the voucher should be taken on special pay-roll Form No. 1546V. The names of acting clerks should never be put on the regular pay roll.

Acting and substitute clerks.

Payment of acting clerks.

Vouchers for.

2. Substitutes are employed vice regular clerks absent from duty without pay. Payments to substitutes should be shown on the regular clerks' pay roll and following the name of the clerk for whom the substitute serves. If the regular clerk is absent the entire quarter, that fact must be shown and also that no payment has been made to him.

Payments to substitutes, how made.

VI.—REPORTS OF STAMPED PAPER RECEIVED, SOLD, AND ON HAND, AND POSTAGE COLLECTED ON SECOND-CLASS MATTER AND ON MATTER OF THE THIRD AND FOURTH CLASSES MAILED WITHOUT POSTAGE STAMPS AFFIXED.

Report of postage collected on third and fourth class matter without postage stamps.

Sec. 408 $\frac{1}{2}$ . Postmasters at whose offices identical pieces of third and fourth class matter are mailed without postage stamps affixed, as provided in section 483 $\frac{1}{2}$ , must promptly, after the close of each fiscal year (June 30), send to the Third Assistant Postmaster-General a sworn statement on Form 3606 showing the names of all patrons who have made use of the privilege at their offices, the numbers of their permits, the number of pieces of each class of matter mailed by each, the amount of postage collected in money thereon, and the total amount collected on each class during the year.

# TITLE THREE.

## MAIL MATTER.

### CHAPTER 1.

#### DOMESTIC MAIL MATTER; CLASSIFICATION AND RATES OF POSTAGE.

##### II.—MATTER OF THE FIRST CLASS

**Sec. 416.** The address side of a postal card issued by <sup>Postal cards.</sup> the Post-Office Department must not bear any writing <sup>—printing or writing on address side of.</sup> or printing other than the name and address of the addressee and such ordinary index mark as the sender may employ to identify the correspondent.

**Sec. 418.** Private mailing cards (“post cards”) in <sup>Private mailing cards (“Post Cards”).</sup> the domestic mails must conform to the following conditions:

*a.* A “post card” must be an unfolded piece of card-<sup>—size.</sup> board not exceeding 9 by 14 centimeters (approximately  $3\frac{9}{16}$  by  $5\frac{9}{16}$  inches) nor less than 7 by 10 centimeters (approximately  $2\frac{3}{4}$  by 4 inches), as shown by the diagram on the next page.

*b.* It must in form and in the quality and weight of <sup>—form, quality, and weight.</sup> paper be substantially like the Government postal card.

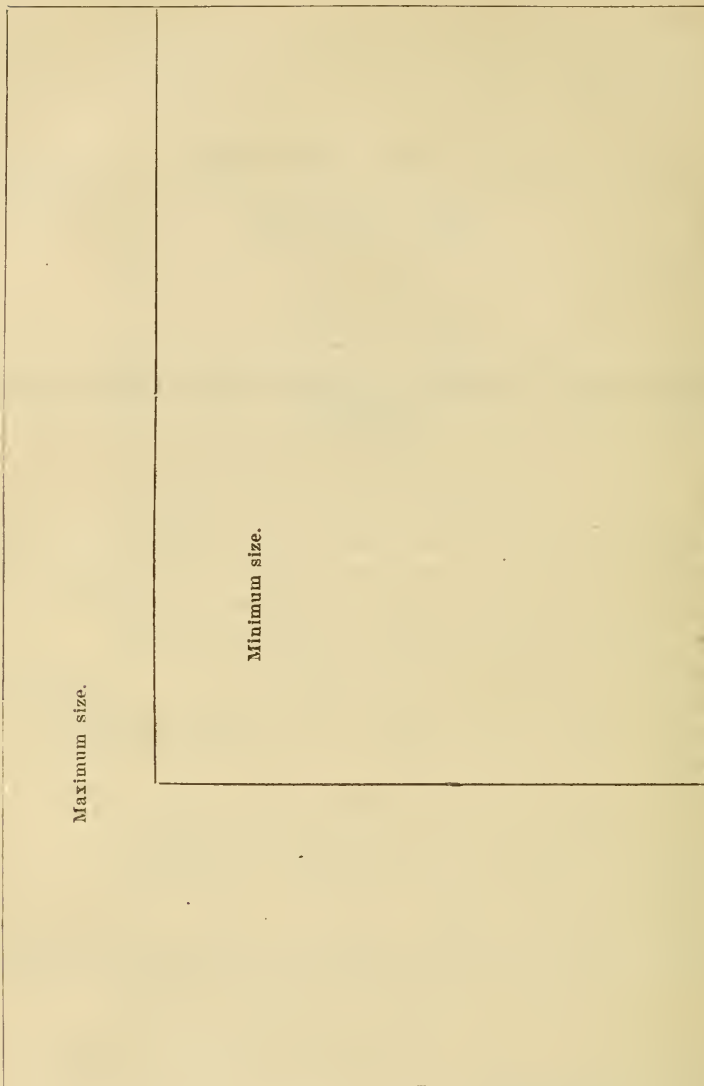
*c.* It may be of any color not interfering with a legi-<sup>—color.</sup> ble address and postmark.

*d.* It may or may not, at the option of the sender, <sup>—indicia.</sup> bear near the top of the face the words “Post Card.”

*e.* The face of the card may be divided by a vertical <sup>—division of face for message and address.</sup> line; the left half to be used for a message, etc., but that to the right for the address only.

*f.* Very thin sheets of paper may be attached to the <sup>—sheets may be attached.</sup> card, and then only on condition that they completely adhere thereto. Such sheets may bear both writing and printing.





Maximum and minimum size of private mailing cards.

—advertisements and illustrations may appear, where.

—transmissible at one cent each, where.

*g.* Advertisements and illustrations may appear on the back of the card and on the left half of the face.

2. Cards without cover conforming to the foregoing conditions are transmissible in the domestic mails (including the possessions of the United States) and to Cuba, Canada, Mexico, the Republic of Panama, and the United States postal agency at Shanghai, China, at the postage rate of 1 cent each.

3. When post cards are prepared by printers and stationers for sale, it is desirable that they bear in the upper right-hand corner of the face an oblong diagram containing the words "Place postage stamp here," and at the bottom of the space to the right of the vertical dividing line the words "This space for the address."

—when prepared for sale by printers and stationers.

4. Cards which do not conform to the conditions prescribed by these regulations are, when sent in the mails, chargeable with postage according to the character of the message—at the letter rate, if wholly or partly in writing, or at the third-class rate if entirely in print.

—rates of postage on those which do not conform.

5. Cards bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, are unmailable, except when inclosed in envelopes.

—ornamented with glass, etc., excluded, except.

Sec. 418½. Post cards bearing a written message upon the left half of the front, the right half being reserved for the address and postmark and otherwise conforming to the provisions of the Rome convention, when mailed in foreign countries and fully prepaid by postage stamps, shall be delivered to addressees in the United States without additional charge for postage, such cards, when fully prepaid by postage stamps at the rate applicable to post cards, shall be admitted to the international mail of this country and treated as post cards.

Post cards conforming to Rome convention in international mails.

Sec. 422.

2. Letters sent by soldiers, sailors, and marines in the United States service, located in the United States or any of its possessions, addressed to places in the United States or any of its possessions, when indorsed "Soldier's letter," "Sailor's letter," or "Marine's letter," as the case may be, and signed thereunder, either with facsimile hand stamp or in writing, with his official designation, by a field or staff officer, post or detachment commander, to whose command the soldier belongs, or by a surgeon or chaplain at a hospital where he may be; and in the navy and marine service by any commissioned officer attached to the vessel, or officer commanding a hospital or detachment ashore, may be dispatched to destination without prepayment of postage, and only the single rate of postage shall be collected on delivery.

Soldiers', sailors', and marines' letters.—how marked.

Free county matter and rates on second-class matter at letter-carrier offices.—one copy to actual subscriber, and be delivered, how.

**Sec. 452.**

2. Publications of the second class, one copy to each actual subscriber residing in the county where the same are printed, in whole or in part, and published, shall go free through the mails and be delivered free by rural carriers; but the same shall not be delivered from post-offices having city delivery unless postage is paid thereon at the rate of 1 cent a pound.

### X.—WRAPPING AND EXAMINATION OF SECOND-CLASS MATTER.

Wrapping and folding of publications, etc.

Copies to one address, in one package or sack.

**Sec. 464.**

6. Individually addressed copies of a publication intended for subscribers at the same post-office must, if there are more than five, be securely wrapped or tied in one package or, if the quantity warrants it, placed in separate sacks and addressed to such office.

### XII.—MATTER OF THE THIRD CLASS.

Printed matter.

What may be inclosed with.

**Sec. 474.**

4. There may be inclosed with third-class matter without changing the classification thereof a single visiting or business card, a single printed order blank, or a single printed combination order blank and coin card with envelope bearing return address, or a single postal card bearing return address.

### XIII. A.—MATTER OF THE THIRD AND FOURTH CLASSES.

Mailing matter without stamps affixed.

1904, Apr. 28, ch. 1759, 33 Stat. L., 440.

Identical pieces of third and fourth class matter.

Postmasters to apply for authority to receive such.

**Sec. 483½.** Under such regulations as the Postmaster-General may establish for the collection of the lawful revenue and for facilitating the handling of such matter in the mails, it shall be lawful to accept for transmission in the mails quantities of not less than two thousand identical pieces of third or fourth class matter without postage stamps affixed: *Provided*, That postage shall be fully prepaid thereon, at the rate required by law for a single piece of such matter.

2. Postmasters at whose offices patrons desire to avail themselves of the privilege of this section must apply to the Third Assistant Postmaster-General for authority to receive such mailings and instructions as to procedure. Until such authority and instructions are received no postmaster shall receive third or fourth class matter for mailing without stamps affixed.

Application for privilege.

3. Persons desiring the privilege of mailing third or

fourth class matter without postage stamps affixed, under the provisions of this section, must make application therefor to the postmaster, who will, after he has been properly authorized as provided in the foregoing paragraph, issue a permit on Form 3601, which shall contain the regulations, so far as they affect the sender of such matter, and those regulations must in every case be strictly complied with or the postmaster must refuse to so receive the matter in the mails.

4. In the upper right-hand corner of the face or address side of the envelope, wrapper, address label, or tag of each separately addressed piece of such matter must be printed a statement showing the amount of postage paid on the piece, the word "Paid," and the name of the post-office and State where mailed, followed by the permit number, in the form and in the size of type prescribed in the permit (Form 3601).

Piece to show on its face, what.

5. Each mailing must contain not less than 2,000 identical pieces, and must be accompanied with a statement on Form 3602, signed by the sender, showing the permit number, the class of matter, the total number of pieces in a mailing, and the exact weight of a single piece. Postage on the entire quantity must be paid in money at the time the matter is presented at the post-office.

Each mailing to contain not less than 2,000 pieces.

Postage to be paid in money at mailing.

6. A receipt (Form 3603 for third-class matter, or Form 3607 for fourth-class matter) for each mailing must be issued by the postmaster to the sender. This receipt must show the class of matter mailed, the total number of pieces in the mailing, the weight of a single piece, the amount of postage paid on a single piece, the total amount paid, and the permit number.

Postmaster shall issue receipt.

7. At the close of each quarter the postmaster must send to the Auditor for the Post-Office Department, together with the quarterly postal account, a sworn statement showing the names of all patrons of his office who have mailed third or fourth class matter during the quarter under the provisions of this section, and the total amount of postage paid in money thereon by each patron and total amount collected. This statement must be on Form 3604 (blue paper), if the post-office be of the first, second, or third class, and on Form 3605 (white paper), if it be of the fourth class, and the total amount shown in this statement must be charged in the quarterly postal account.

Quarterly statement to Auditor.



Statement to  
Third Assistant  
Postmaster-Gen-  
eral.

8. Promptly after the close of each fiscal year (June 30) the postmaster will send to the Third Assistant Postmaster-General on Form 3606 a statement which shall show the number of permits issued, the total number of pieces of each class of matter mailed, and the total amount of postage collected on each class.

#### XIV.—PROVISIONS APPLICABLE TO THE SEVERAL CLASSES OF MAIL MATTER.

Prepayment of  
postage on returned  
second, third, and  
fourth class matter.  
Undelivered  
mail matter.  
1903, Mar. 3,  
ch. 1009, 32 Stat.  
L., 1176.

##### Sec. 485.

2. That third and fourth class mail matter shall not be re-mailed to sender until the proper postage has been fully pre-paid on the same: *Provided*, That in all cases when undelivered mail matter of the third and fourth class is of obvious value, the sender, if known, shall be given the opportunity of prepaying the return postage or accepting delivery to himself or upon his order, at the office where it is held, upon the payment of one cent postage for each card notice given him, under such regulations as the Postmaster-General may prescribe.

See sec. 627 as to the forwarding of second, third, and fourth class matter, and sec. 675 amended, as to the return of such matter and the withdrawal of undelivered third and fourth class matter at the office of address.

Overcharges on  
mail matter.  
1905, Mar. 3,  
ch. 1480, 33 Stat.  
L., 1091.

**Sec. 486.** Whenever it shall be shown to the satisfaction of the Postmaster-General that any postage is paid on any mail matter for which service is not rendered, or is collected in excess of the lawful rate, he may, in his discretion, authorize the postmaster at the office where paid to refund the proper amount out of the postal receipts in the possession of the postmaster.

—may be refunded.

Application for  
refund.

2. All applications for refunds under the provisions of this section must be addressed to the Third Assistant Postmaster-General, accompanied with a full statement of the facts, and, when possible, the envelope or wrapper in which the matter was mailed. Postmasters have no authority to make refunds until instructed by the Department.

Payment and re-  
ceipt.

3. Upon receipt of instructions to make a refund a postmaster will pay the amount authorized out of the postal receipts in his possession, and will require the person to whom the payment is made to give a receipt therefor in duplicate on Form 3533, which will accompany the Department's instructions. The "original" receipt must be promptly sent to the Third Assistant Postmaster-General; the "duplicate" must be retained in the post-office files.

4. Credit for the amount of the refund will be Credit to be claimed. claimed by the postmaster in the quarterly postal account, on a blank line near the bottom of page 3.

See par. 4, sec. 492, as to procedure in cases where the addressee objects to the payment of postage due.

XV.—WEIGHT OF MAIL MATTER.

Sec. 488. Mail matter of the first class addressed for delivery in foreign countries other than Canada, Mexico, and Cuba (to which domestic regulations apply), and mail matter of the second class prepaid at either Matter to which limit of weight is inapplicable the regular or transient rate addressed to points in the United States and in countries to which the domestic regulations apply, will be accepted for mailing —first and second class. regardless of the weight thereof.

XVII.—MATTER LIABLE TO DAMAGE THE MAILS OR INJURE THE PERSON—PREPARATION AND PACKING WHERE ADMISSIBLE.

Sec. 494. Intoxicating liquors (ardent, vinous, spirituous, or malt), poisons, explosive or inflammable articles, live or dead (and not stuffed) animals and reptiles (except as prescribed in sec. 496), guano, or any article exhaling a bad odor, must not under any circumstances be admitted to the mails. Liquids, explosives, etc., in the mails. —what not to be admitted.

2. But liquids, not ardent, vinous, spirituous, or malt (including samples of altar or communion wine used in church services), and not liable to explosion or spontaneous combustion or ignition by shock or jar, and not inflammable (such as kerosene oil, naphtha, benzine, turpentine, and other liquids of like character), fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, may be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in section 496. —what may be admitted, and how.

See secs. 529 and 539 as to liquids, explosives, etc., in foreign mails.

Sec. 496.

7. Queen bees and their attendant bees, the "Austrian lady bird," and other live insects when addressed to the Secretary of Agriculture at Washington, D. C., and Preparation for mailing of articles otherwise liable to damage mails, etc. Queen bees, insects, to Secretary of Agriculture.

—dried insects  
and dried reptiles.

to directors of agricultural experiment colleges, and dried insects and dried reptiles may be sent in the mails when so put up as to render it practically impossible that the package shall be broken in transit, or that persons handling the same be injured, or the mail bags or their contents soiled. (See paragraph 1 of this section.)

Revolvers.

9. Pistols or revolvers may be sent in the mails, but the postmaster at the mailing office shall carefully examine such packages, and shall receive them only when sure they are harmless.

Proprietary articles of merchandise.

12. Proprietary articles of merchandise not in themselves unmailable (see secs. 480 and 497), such as fancy soaps, tobacco, pills, tablets, or other preparations such as are used by the medical and pharmaceutical professions, put up in fixed quantities by the manufacturer, for sale by himself and others, which may be sealed in such manner as to properly protect the articles but to allow examination of such package in its simplest mercantile form, will be accepted for mailing: *Provided*, That poisonous articles, or articles containing poison, and not unmailable (see secs. 480 and 497), shall be accepted for mailing only when the package bears the label or superscription of the manufacturer of or dealer in the article mailed.

#### XIX.—LOSSES OF AND DAMAGE TO MAIL MATTER— COMPLAINTS.

Losses of mail matter, or complaints relative thereto.

##### Sec. 505.

Inquiries regarding losses in the Philippines.

4. Postmasters will refrain from addressing inquiries to postmasters or postal officials in the Philippines regarding the alleged loss, rifling, damage, delay, wrong delivery, or improper treatment by postal employees of any article of mail matter, registered or ordinary. This shall include all cases in which it is necessary to trace such mail matter to determine whether the same has been delivered or not. The necessary inquiries on these subjects will be made by the office of the chief inspector, and postmasters will report to that office inquiries or complaints of this character on Form 1510.

Direct settlements of losses forbidden.

Sec. 505½. Postmasters and other postal employees are forbidden to make settlements directly with losers

on account of the loss, depredation, delay, wrong delivery, or other mistreatment of mail matter, either before report is made to the chief inspector in accordance with section 505, or after such report and pending the determination by the chief inspector of the responsibility for such loss or irregularity.

2. Concealment of a depredation upon or loss of mail matter, or any attempt to make a direct settlement with the loser for the same, will be treated as a serious delinquency. Concealment of loss, etc., a delinquency.

## CHAPTER 2.

### FREE MATTER IN THE MAILS.

#### I.—MATTER TO BE FRANKED.

**Sec. 509.** The Vice-President, Members and Members-elect and Delegates and Delegates-elect to Congress shall have the privilege of sending free through the mails, and under their frank, any mail matter to any Government official or to any person, correspondence, not exceeding four ounces in weight, upon official or departmental business. Official correspondence by Members of Congress. 1904, April 28, ch. 1759, 33 Stat. L., 441.

2. Letters which exceed four ounces in weight to be entitled to free transmission must in every case be addressed, upon official business, to a Government official, whose title must be given in the superscription of the letter, either with or without his name. The term "any Government official" includes only officers of the United States, Senators, Members, and Delegates in Congress. Letters exceeding four ounces in weight to Government officials.

3. Where letters to other than Government officials, weighing over four ounces, are mailed without postage thereon, they will be held for postage and treated in accordance with the provisions of section 571, the same as other first-class matter deposited in a post-office without any prepayment of postage. Letters to persons not Government officials.

**Sec. 510.** All mail matter carried by post to Lucretia R. Garfield, widow of the late James A. Garfield, or sent by her, under her written autograph signature, will be conveyed free of postage during her natural life. Special grants of franking privilege. Lucretia R. Garfield. 1881, Dec. 20, ch. 1, 22 Stat. L., 1.

2. All mail matter sent by post by Ida S. McKinley, widow of the late William McKinley, under her written autograph signature, will be conveyed free of postage during her natural life. Ida S. McKinley 1902, Jan. 22, ch. 4, 32 Stat. L., 1237.



Address alone sufficient.

3. No signature or mark is necessary to the free carriage of mail matter addressed to the first of the above-named persons. The address is sufficient.

Prohibition against loan, etc., of frank.  
1906, June 26, ch. 3546, 34 Stat. L., 477.

**Sec. 511½.** It shall be unlawful for any person entitled under the law to the use of a frank to lend such frank or permit its use by any committee, organization, or association, or permit its use by any person for the benefit or use of any committee, organization, or association: *Provided*, That this provision shall not apply to any committee composed of Members of Congress.

## II.—OFFICIAL MATTER.

Penalty privilege. Limited to strictly mail matter.

1906, June 26, ch. 3546, 34 Stat. L., 477.

**Sec. 513½.** No article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps, shall be admitted to the mails under a penalty privilege unless such article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps, would be entitled to admission to the mails under laws requiring payment of postage.

## V.—READING MATTER FOR THE BLIND.

Books, pamphlets, etc., for the blind.

1904, April 27, ch. 1612, 33 Stat. L., 313.

—requirements to be entitled to transmission.

**Sec. 518½.** Books, pamphlets, and other reading matter in raised characters for the use of the blind, whether prepared by hand or printed, in single volumes not exceeding ten pounds in weight, or in packages not exceeding four pounds in weight, and containing no advertising or other matter whatever, unsealed, and when sent by public institutions for the blind, or by any public libraries, as a loan to blind readers, or when returned by the latter to such institutions or public libraries, shall be transmitted in the United States mails free of postage, and under such regulations as the Postmaster-General may prescribe.

—must not contain advertising or other matter.

2. Reading matter in raised characters for the use of the blind, to be entitled to transmission in the mails free of postage, must not contain any advertising or other matter whatever, and must in every case be sent by or returned to a public library or public institution for the blind.

—must be sent by or returned to public library or institution for blind.

3. When mailed by a public library or public institution for the blind, the matter must be sent as a loan to a blind reader. When mailed for return to a public library or public institution for the blind, the sender must be a blind reader.

—must be sent as a loan and returned by blind reader.

—how wrapped.

4. The matter must be wrapped so that it may be easily examined.

5. No package is to weigh more than four pounds, —weight.  
except in case of a single volume and it must not exceed ten pounds in weight.

6. On the upper left-hand corner of the envelope or wrapper containing the matter the name and address of the sender must appear, and on the upper right-hand corner the word "Free" over the words "Reading matter for the blind." —superscription.

NOTE.—Letters written in point print or raised characters used by the blind are not included in the reading matter entitled, under the provisions of this section, to free transmission in the mails. (See sec. 475.)

## CHAPTER 3.

### FOREIGN MAIL MATTER; CLASSIFICATION AND RATES OF POSTAGE.

#### II.—EXCHANGE OF MAILS BETWEEN COUNTRIES FORMING POSTAL UNION AND WITH COUNTRIES OUTSIDE UNION.

##### Sec. 523.

2. All mail matter originating in the United States for transmission to officers and members of the crew of vessels of war of the United States stationed abroad, and all mail matter originating with officers and members of the crew of such vessels, and designed for transmission to persons in the United States, shall be admitted to the sealed sacks forwarded to such vessels from post-offices in the United States, or from such vessels to such post-offices, and be subject to the United States classification, conditions, and rates of postage.

Countries not in Postal Union reached through intermediary.

Mail matter for transmission to and from war vessels.

#### III.—CLASSIFICATION OF MAIL MATTER IN POSTAL UNION AND RATES OF POSTAGE.

##### Sec. 531.

a. For letters, five cents for each half ounce or fraction thereof if prepaid, except that letters originating in New Zealand and prepaid by postage stamps at the rate of one penny (or two cents) for each half ounce will be delivered to addressees in the United States without surcharge or the collection of additional postage. Let-

Rates and payment of postage. —on letters.

ters originating in the United States addressed for delivery in New Zealand must be prepaid at the postage rate of five cents per half ounce, pending the reduction of letter postage rates authorized by the Universal Postal Convention, effective October 1, 1907.

IV.—CLASSIFICATION OF MAIL MATTER BETWEEN UNITED STATES, CANADA, CUBA, AND MEXICO, AND RATES OF POSTAGE.

Mails with Panama.—classified and admitted as domestic mails.

Sec. 534½. Domestic postage rates, conditions, and classification shall apply to articles mailed in the United States addressed for delivery at any place in the Republic of Panama, and articles mailed in Panama addressed for delivery at any place in the United States are subject to the Panaman domestic postage rates, conditions, and classification.

Sealed packages prohibited.

2. Articles other than letters in their usual and ordinary form must not be closed against inspection, but must be so wrapped or inclosed that they may be readily and thoroughly examined by postmasters and customs officers; except that unsealed packages which contain, in sealed receptacles, articles which can not be safely transmitted in unsealed receptacles may be admitted to the mails, provided the contents of the closed receptacles are plainly visible, or are precisely stated on the cover of each closed receptacle, and that the package is so wrapped that the outer cover can be easily opened.

—exception.

Letters to be dispatched though not prepaid.

3. Letters must be dispatched even if they do not bear any postage stamps. Articles other than letters must not be dispatched unless postage thereon is paid at least in part. Prepayment of postage upon any article mailed in the United States can be effected only by means of the United States postage stamps.

Prepayment in United States stamps only.

Short-paid articles.

4. Each short-paid article will be marked by the dispatching exchange post-office with the letter "T" and the amount of postage due. The amount so indicated, and only that amount, will be collected of addressees upon the delivery of the article.

Undeliverable fully prepaid "request" letters and "card" letters.

5. Fully prepaid "request" letters, if undeliverable, will be returned direct in accordance with the request; and fully prepaid "card" letters, if undeliverable, will be returned direct at the expiration of thirty days.

## VI.—UNMAILABLE MATTER.

## Sec. 538.

b. Printed matter, commercial papers, and samples of merchandise which contain any letter or manuscript note having the character of an actual and personal correspondence.

Matter not admitted to Postal Union mails.

## CHAPTER 5.

## TREATMENT OF DOMESTIC MAIL MATTER AT POST-OFFICES OF MAILING AND AT POST-OFFICES IN TRANSIT.

## I.—RECEIPT OF MATTER AT MAILING OFFICES.

Sec. 566. All mail matter, except that of the second class mailed by publishers and news agents without stamps affixed, and identical pieces of matter of the third and fourth classes without postage stamps affixed mailed under the provisions of section 483 $\frac{1}{2}$ , deposited in any post-office for mailing must bear on the address side a postmark giving name of post-office, name or abbreviation of the State, and, on first-class matter, the date of dispatch, and hour thereof if the office be supplied with an hour-dating stamp. All classes of correspondence addressed to foreign countries must be impressed at the mailing office with a stamp indicating the office of origin and date of posting. No offices are exempt from the requirements of this section.

All mail matter other than second-class mailed without stamps affixed to be postmarked.

## III.—MATTER NOT TO BE DISPATCHED AND UNMAILABLE MATTER AT MAILING OFFICES.

## Sec. 571.

4. When the addressee of unpaid or insufficiently paid matter has been notified of the amount of postage due thereon, such matter will be held not longer than two weeks, unless the office of address be so remote from the office of mailing that the postage could not be received from the addressee within that time, in which case the matter will be held not longer than four weeks; except that six weeks may be allowed for the notice to be dispatched and returned between any post-office in the Territory of Hawaii and any other United

Unpaid or insufficiently paid matter.

—time of holding.

—exception.



—treatment if addressee pays postage.

States post-office outside the Territories of Hawaii and Alaska, and ninety days for such service between any post-office in the Territory of Alaska and any other United States post-office not in the same Territory. If within the prescribed time the required postage is received, stamps of the value thereof will be affixed to the matter in such manner as to cover a part of the words "Held for postage" and the matter will be dispatched.

## CHAPTER 6.

### TREATMENT OF DOMESTIC MAIL MATTER AT RECEIVING POST-OFFICES.

#### IV.—FORWARDING OF MAIL MATTER.

Forwarding of mail matter.  
Mail matter addressed to persons in United States service.

#### Sec. 627.

2. All mail matter, whatever its class, addressed to persons in the United States service (civil, military, or naval), serving in the United States or any of its possessions, or en route to or from the United States or any of its possessions, whose change of address is caused by official orders, shall be transmitted as rapidly as possible until it reaches the addressee; the actual location of the addressee for the time being shall be considered as the original destination of the piece of mail matter; such transmission shall not be considered as "forwarding" in the sense in which that word is used in the postal service, and no additional postage shall be required therefor. To insure prompt delivery mail matter sent to persons in the United States service should include in the address the complete designation of the organization, company and regiment, vessel, or other branch of the service to which the addressee belongs, and the postage thereon should be fully prepaid.

#### V.—DELIVERY OF MAIL MATTER.

Use of boxes.  
—by firm.

#### Sec. 638.

3. A firm renting a box may have placed therein: (1) All mail matter addressed to its name. (2) Mail addressed to any of its official employees. (3) By the consent of all the members of a firm any member

thereof may have mail addressed to himself or members of his family deposited in the box assigned to its use.

## VII.—RETURN AND DISPOSAL OF UNCLAIMED MATTER.

**Sec. 675.** Undeliverable matter of the second, third, and fourth classes may be returned, but only after the postage for such return shall have been paid. The rate of postage for the return of matter of the third and fourth classes is the same as that chargeable when it was first mailed; but the rate for the return of matter of the second class is one cent for every four ounces or fraction thereof.

Return of other than first-class matter.

—rate of postage.

2. When postage shall have been furnished for the return of matter as herein provided, the postmaster must affix the necessary stamps to each separately addressed piece, cancel the stamps, make the necessary change in address, and promptly return the matter.

Stamps to be affixed and canceled.

3. No more notices of nondelivery of third or fourth class matter than are actually necessary should be sent. When there are several pieces of undeliverable third or fourth class matter of obvious value, from the same sender, one notice on Form 3540 may be used to cover as many of such pieces as practicable, and the form should be suitably altered with the pen to show that it is for a bulk number of pieces, the names and addresses on which are not to be given unless demanded; but when demanded, a separate notice must be furnished for each piece and postage therefor be collected accordingly as provided in paragraph 2. When the sender himself, or through some person authorized by him, upon receipt of a bulk notice, elects to withdraw such matter from the mails at the office of address, all pieces covered by such notice must be withdrawn at the same time. Such pieces may not be distributed among several persons.

Matter of obvious value, sender to be notified.

—on demand, separate notice sent.

—withdrawal at office of address.

**NOTE.**—There is no provision of law by which the sender of undeliverable second-class matter may withdraw it in this manner from the mails at the office of address.

4. Under the foregoing provisions, undeliverable matter of the third and fourth classes addressed for local delivery at the office of mailing must not be returned to the sender by letter carrier, or by rural

—at free-delivery offices.

delivery carrier, without a new payment of postage on each piece at the rate chargeable thereon when the matter was originally mailed.

Return of other  
than first-class  
matter.  
—return postage  
to be paid by  
sender.  
Undeliverable  
matter at terminal  
offices.

5. Undeliverable matter of the second, third, or fourth class ("nixies") received at a terminal office from railway postal clerks must be treated as hereinbefore provided, and as if such office were the post-office of original address.

—return.  
—rate of postage  
for.  
Undeliverable  
matter of obvious  
value, how long to  
be held.

6. If matter of the second, third, or fourth class, of obvious value, remains undelivered at a post-office, the postmaster will notify the sender if his address be known, and hold such matter not longer than two weeks, unless the office of mailing be so remote from the office of address that a response could not be received from the sender within that time, in which case the matter will be held not exceeding four weeks; except that six weeks may be allowed for the notice (card Form 3540) to be dispatched and returned between any post-office in the Territory of Hawaii and any other United States post-office outside the Territories of Hawaii and Alaska, and ninety days for such service between any post-office in the Territory of Alaska and any other United States post-office not in the same Territory.

See sec. 485 as to statute requiring new postage; secs. 571 and 572 as to return of matter to sender before dispatch where postage is unpaid, or the matter is misdirected, without payment of new postage; sec. 627, note, as to sending local matter redirected to new address without new postage.

TITLE FOUR.  
FREE-DELIVERY SERVICE.

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CHAPTER 1.  
DIVISION OF CITY DELIVERY.

II.—LETTER BOXES.

Sec. 720.

2. Mailing chutes and receiving boxes may be placed, subject to the approval of the postmaster, in public buildings, railroad stations, hotels of not less than five stories in height, business or office buildings of not less than four stories in height, and apartment houses comprising not less than fifty residential apartments. Buildings in which receiving boxes are or shall be located shall be open to the general public, without restriction, at all times during the hours prescribed for mail collections, in order to afford access to such receiving boxes for the deposit of mail matter therein.

Chutes attached to letter boxes. Mailing chutes and receiving boxes may be placed, where.

3. No receiving box with which a mailing chute is connected shall be placed more than fifty feet from the main entrance of the building in which located; and if in the judgment of the postmaster the efficient handling of the mails requires the placing of such box nearer to such entrance it shall be so placed, and at such point as he may direct. No receiving box shall be placed elsewhere than on the ground floor of any building.

—in the building, where.

4. Every mailing chute shall be made wholly of metal and glass, and so constructed that all portions of its interior may be easily reached by postal authorities, but not by other persons. It shall extend in a continuously vertical line from the point of beginning to the receiving box, and be so placed as to be conveniently accessible throughout its entire length. In no case

Construction of chutes.



shall a mailing chute be placed behind an elevator screen or partition, or run through any part of a building to which the public is denied access. At least three-fourths of the front of the chute in each story shall be of plate glass, not less than one-fourth of an inch in thickness where exposed, and the metal parts of the chute shall be of such weight and character as to insure rigidity, safety, and durability. The openings of every chute shall be of such form and dimensions as to prevent the reception of bulky parcels or newspapers, such as may crowd or clog the chute. Such openings shall be provided with some suitable device by means of which they may be opened and closed by postal authorities, but not by other persons. The legend "U. S. Mail" shall be plainly inscribed upon chutes at every mail opening.

Material to be used.

5. Such receiving boxes shall be constructed of metal of sufficient weight and such character as to insure security and rigidity, and be provided with doors opening upon side hinges secured by rivets. The cubic contents of each such box shall be determined by the postmaster. The floor of the interior of the box, or cushion if one be used, shall be level with the threshold of the door; and the bottom of the door shall be in no case less than thirty inches from the floor level of the building. The distance from the exterior of the bottom of the box (including all ornamentation) to the floor level of the building shall be not less than twenty inches, and this space shall be entirely open and unobstructed. Every such receiving box shall be provided with an elastic cushion, yielding bottom, or deflecting device, effectively to prevent injury to mail matter descending through the chute. Such boxes shall be so arranged that the mail collector may place a satchel or other receptacle in convenient position under the bottom of the door when making collections and be provided with suitable means of attaching and holding the satchel or other receptacle in position. Receiving boxes shall be distinctly and legibly marked "U. S. Mail Letter Box," and shall each be supplied with a street letter-box lock.

Dimensions of chutes.

Boxes, how equipped and arranged.

—how marked.

Obstructions in chutes to be reported to postmaster.

Action to be taken by postmaster thereon.

6. Any obstruction in a mailing chute must be at once reported to the postmaster, who shall promptly make an inspection of the chute. If he find such obstruction to have resulted from misuse or abuse of the

chute, he shall so notify the proprietor or lessee of the building in which the same is located, and may, in his discretion close the mail openings and discontinue collections from such chute until satisfied that proper care will be exercised in its future use and in the use of the receiving box connected therewith. Upon so discontinuing collections the postmaster shall attach to the chute, at the several mail openings, notices of such discontinuance. Should any part of such chute or receiving box be found by the postmaster to be not in conformity with these regulations, or to have become defective, he shall close the mail openings therein and discontinue collections therefrom, and shall not resume such collections until such mailing chute and receiving box shall have been made fully to meet the requirements of these regulations. All repairs, changes, and alterations to mailing chutes and receiving boxes shall be made by and at the expense of the owner or lessee of the building in which they are situated, under the supervision and subject to the approval of the postmaster.

Repairs.

7. Every mailing chute and receiving box shall be inspected by a representative of the postmaster at least once in each year; and such cleaning and repairing as shall be directed by the postmaster shall be then done, under his supervision, by and at the expense of the proprietor or lessee of the building in which such mailing chute and receiving box are situated.

Mailing chute and receiving box to be inspected.

8. Mailing chutes and receiving boxes are intended for the reception or deposit of mail matter of the first class, and must not be otherwise so used as to reduce their efficiency for this purpose or to retard the handling of such first-class matter.

—for first-class matter only.

9. Authority to permit the installation of mailing chutes and receiving boxes conforming to these regulations is vested exclusively in the postmaster. To him shall be submitted the contract and specifications for any proposed chute and box, with a plan of the building showing the contemplated location therein of the whole of such chute and of the box connected therewith. If the postmaster approve such contract and specifications, and the location proposed, he shall indorse his approval upon such contract and make report of his action to the Post-Office Department.

Authority to install.

Property of the  
United States,  
when.

10. Mailing chutes and receiving boxes shall be considered the property of the United States whenever and so long as collections of mail matter are made therefrom, and shall be and remain under the exclusive custody and control of the postmaster until such collections are discontinued by his direction.

Contract to con-  
tain waiver by  
patentee.

11. Every mail-chute contract shall contain an explicit waiver by the owner or owners of patents issued and to be issued upon the chute and receiving box, or either of them, covered by such contract, and upon any device or devices connected therewith, of all claims against the United States and its officers and agents on account of the use or employment of such chute and box and such device or devices, and shall also contain a full warranty by the company or person proposing to erect such chute and receiving box against claims on account of infringements of the patents of others. Before commencing collections of mails the postmaster shall also require such person or company to file with him a waiver of all claims of every name and nature arising under the contract, with a bond in such form and with such penalty as shall be prescribed by the Postmaster-General, conditioned that the obligor and his or its sureties shall and will protect and indemnify the United States from any and all such claims, accompanied by a written notice from such person or company that they have no claim of any kind against such mailing chute and receiving box or either of them.

Bond of indem-  
nity.

Where erected  
under lease.

12. Where mailing chutes and receiving boxes are erected under lease, the postmaster is authorized to sign an agreement, indorsed on the back of the contract, between the proprietor or lessee of the building and the person or company erecting such chutes and boxes, providing that if the lessors of such chutes and boxes shall request the discontinuance of mail collections therefrom and the return of the mailing apparatus to them, the postmaster will, after due notice to such proprietor or lessee, discontinue such collections, remove the lock from the receiving box, and permit the removal of the mailing apparatus by said lessors.

Information as  
to chutes.

13. Printed cards, properly framed and glazed and giving information as to the use of mailing chutes and receiving boxes and the hours of collection therefrom, shall be attached at each mail opening, and every

Hours of collec-  
tion.

chute and receiving box shall be furnished with a suitable and convenient glazed frame for such cards.

14. These regulations shall be printed on the back and become a part of every contract hereafter entered into between manufacturers or owners of mailing chutes and receiving boxes for the erection and use of such chutes and boxes and the proprietor or lessee of the building in which they are located.

Regulations to become part of contract.

III.—LETTER CARRIERS AND SUBSTITUTE CARRIERS.

Sec. 735.

Bonds of letter carriers.

NOTE.—See par. 2, sec. 243, as to release from suretyship and approval of new bond.

IV.—UNIFORMS OF CARRIERS.

Sec. 738.

Carriers to provide their uniforms.

2. No postmaster, assistant postmaster, superintendent of delivery, assistant superintendent of delivery, clerk, letter carrier, or other employee at any post-office shall act as agent or collector for any individual or firm engaged in the manufacture or sale of letter carriers' uniforms or any portion thereof.

Employees not to act as agents for manufacturers.

3. Postmasters, or employees designated by them for the purpose, will receive and distribute to the letter carriers and substitutes for whom they are intended uniform goods shipped singly or in bulk by manufacturers to their offices or to the stations thereof, and will keep a record of such deliveries.

Distribution of uniforms.

V.—PERFORMANCE OF SERVICE.

Sec. 743.

Leaves of absence.—without pay.

4. Postmasters may, in addition to the leave of absence with pay provided by law, grant a leave of absence without pay to a carrier in case of illness, disability received in the service, or other urgent necessity, such leave not to exceed thirty consecutive days or sixty days in any one calendar year. An application for a leave of absence to cover a longer period of time must be made to the First Assistant Postmaster-General, Division of City Delivery, and must clearly state the reason therefor.

Sec. 745.

Employment and payment of substitutes.

4. Substitute letter carriers will be paid—

a. One dollar per annum, payable quarterly.

Compensation of substitutes.



*b.* At the rate of \$600 per annum, when serving in place of carriers granted annual leave with pay.

*c.* The pro rata salary of carriers absent without pay.

*d.* The pro rata salary of carriers granted leave with pay in order that they may serve as members of local civil-service examining boards, as witnesses for the Government in United States courts, or as members of the United States militia of the District of Columbia.

NOTE.—See sec. 300½ for authority for leave without pay; sec. 288½ for statutory authority for rate of pay after June 30, 1907.

## CHAPTER 2.

### SPECIAL-DELIVERY SERVICE.

#### I.—GENERAL PROVISIONS.

Mail matter bearing special-delivery stamps.

#### Sec. 762.

1907, Mar. 2 (Public, No. 220).  
—bearing 10 cents' worth of additional ordinary stamps, with words "special delivery."

2. From and after July first, nineteen hundred and seven, when in addition to the stamps required to transmit any letter or package of mail matter through the mails there shall be attached to the envelope or covering ten cents' worth of ordinary stamps of any denomination, with the words "special delivery" or their equivalent written or printed on the envelope or covering, under such regulations as the Postmaster-General may prescribe, the said package shall be handled, transmitted, and delivered in all respects as though it bore a regulation "special-delivery" stamp.

#### II.—RATE ON SPECIAL-DELIVERY MATTER AND SPECIAL-DELIVERY STAMPS.

Rate on special-delivery matter.

#### Sec. 769.

NOTE.—The following is a description of the special-delivery stamp of current issue, series of 1902:

This stamp is of line engraving rectangular in form, thirteen-sixteenths by one and seven-sixteenths inches in dimensions. The color of this stamp is blue. Its design is as follows: At the top is a heavy panel, upon which are the words "United States of America" in white, supported on either end by fluted columns, at the base of each of which is the numeral "10" in white surrounded by an acanthus scroll. On the left of the inner space is the figure of a special-delivery messenger boy on a bicycle, riding toward the right. On the right, inclosed in an acanthus scroll, appear the words "Secures immediate delivery at any United States post-office." Directly over the wording is a ribbon, which arches over the head of the messenger boy, containing the words in small capital letters "Series 1902" and in large capital letters "Special Delivery." In a panel on the right half of the base of the stamp are the words "Ten Cents."

III.—DISPATCH OF SPECIAL-DELIVERY MATTER.

Sec. 774.

3. United States special-delivery stamps attached to articles mailed abroad and contained in mails for the United States shall be canceled in the sea post-office or the United States exchange post-office which opens the mails and distributes the articles therein contained. In case said stamps were canceled in the foreign mailing office, the articles shall nevertheless be delivered by special messenger.

Canceled of special-delivery stamps. Stamps attached to articles mailed abroad.

V.—SPECIAL INSTRUCTIONS FOR OTHER THAN FREE-DELIVERY OFFICES.

Sec. 782.

2. To provide for the payment of such persons as may be employed for this service, the postmaster at any office designated by section three of this act [23 Stat. L., 388] shall keep a record of the number of letters received at such office bearing such special-[delivery] stamp, which number shall correspond with the number entered in the receipt books heretofore specified, and at the end of each month he may pay to such person or persons employed a sum not exceeding eighty per centum of the face value of all such stamps received and recorded during that month: *Provided*, That nothing in this act shall interfere with the prompt delivery of letters as now provided by law or regulations of the Post-Office Department.

Special delivery at other than free-delivery offices. For payment of persons employed. 1903, Mar. 3, ch. 1009, 32 Stat. L., 1175.

(So much of the note regarding limitation of compensation following sec. 782, P. L. and R., is made obsolete by the above provision.)

VI.—SPECIAL-DELIVERY MESSENGER SERVICE.

Sec. 789.

Postmasters \* \* \* at the end of each month may pay to such person or persons employed [as messengers] a sum not exceeding eighty per centum of the face value of all such [special-delivery] stamps [on the matter] received and recorded during that month.

Payment of messenger. 1885, Mar. 3, ch. 342, 23 Stat. L., 388. 1903, Mar. 3, 1009, 32 Stat. L., 1175.

(So much of the note regarding limitation of compensation following sec. 789, P. L. and R., is made obsolete by the above provision.)

# TITLE FIVE.

## REGISTRY SYSTEM.

### CHAPTER 1.

#### REGISTRATION OF DOMESTIC MAIL MATTER.

##### I.—GENERAL PROVISIONS.

Limitation as to weight of official matter.  
—not applicable to official matter of Civil Service Commission.

##### Sec. 802.

3. Letters or parcels relating exclusively to official business of the United States Civil Service Commission, Washington, D. C., and addressed thereto, when presented for mailing by members of local boards of examiners of the Commission located permanently in the various cities, shall be accepted by postmasters, who will place them under their regular official penalty envelopes or labels and in their official capacity register them free, as from the postmaster to the United States Civil Service Commission.

If desired, an informal receipt shall be given by the postmaster to the official from whom the matter is received.

##### II.—PREPARATION AND DISPATCH OF REGISTERED MATTER.

Registered-package envelopes.

##### Sec. 818.

2. The registered letter or parcel with registry bill and registry return receipt must be placed together in the registered-package envelope, addressed to the same post-office as the letter or parcel. All domestic registered letters or parcels which are to go by the same mail to the same post-office should, if practicable, be inclosed in the same registered-package envelope and be entered upon the same gray card or sheet registry bill. The name of the county should be included in the address on the registered-package envelope, except when for one of the larger offices. After the

contents are placed in the registered-package envelope —how used, it must be plainly postmarked so that the postmark will appear partly upon the upper flap of the envelope and partly upon the lower flap. The number of the registered-package envelope must be entered in the proper place on the registration book where such letters and parcels as are inclosed in the envelope are described. Where the special form of mailing-book is used, the number of the registered-package or tag envelope, with a description of contents and other particulars, should be recorded therein, instead of upon the registration book.

When special form of mailing book is used.

**Sec. 826.**

4. Registered cases and bulky registered packages of official or other matter, liable to injury if thrown from moving cars, must not be sent to railway post-office trains that do not stop at the post-offices to which the cases and packages are addressed when they can be held and dispatched to railway post-office trains that do stop to make delivery of mails at those post-offices. (See sec. 1553.)

Registered matter at offices on railway mail routes.

Bulky registered packages. —how to be sent.

**Sec. 829.**

3. Postmasters located on railroad or steamboat routes having a closed-pouch service only must place their registered mail in pouches labeled to offices at terminals of such closed-pouch routes, or to junction offices on such routes connecting with railway post-offices. Where trains on branch lines of railroad have direct connection with railway post-office trains, registered mail may be included in direct pouches labeled to the railway post-office by postmasters at offices located on the branch lines and be transferred without passing through the junction office, when so ordered by the proper officer of the railway mail service. Where there is sufficient time between the arrival and departure of trains at junctions, registered mails must be transferred through the junction office. Registered mail must not be included in pouches that lie over at railway junction points.

Dispatch of matter not on railway or boat line.

On railroad or steamboat routes for closed-pouch service only.

—on branch railroad lines in connection with railway post-office trains.

—at junctions.

IV.—REGISTERED MATTER IN TRANSIT.

**Sec. 843.** When a postmaster or railway postal clerk signs a receipt for a registered package, he must carefully examine the package and indorse upon it in the

Receipts for packages in transit.



—shall contain what. spaces provided therefor the date of its receipt and the name of his post-office and, in the case of a railway postal clerk, his name and the name and train number of the railway post-office. He must also enter a statement of facts over his signature whenever a package is in bad condition. The absence of a mark in the space marked "Condition" will be deemed a certification that the article was in good condition. Whenever registered packages are received in bad condition, the facts must be stated by the indorsing postmaster or postal clerk on the package itself, the package receipt, and other records.

—packages in bad condition.

## VI.—DELIVERY OF REGISTERED MATTER.

Delivery of registered matter.  
—indorsed for delivery to addressee in person.

### Sec. 858.

3. Registered mail indorsed for delivery to the addressee in person must be delivered to no one but him, not even upon his written order; and if it can not be so delivered, it must be returned, after the expiration of the proper period, to sender. The word "personal" is not to be construed as an indorsement so restricting delivery. Directions to deliver only to the addressee can not be observed when registered mail is addressed to the President or Vice-President of the United States, heads of Departments or Bureaus of the Government, Senators or Representatives in Congress, or to the diplomatic representatives of foreign governments, and postmasters must therefore decline to accept for registration mail matter so addressed when marked "Deliver only to the addressee," or with words of similar import.

—shall be so indorsed, when.

See sec. 642, relating to delivery of registered letters to pensioners.

## XII.—RECORDS AND REPORTS.

Used registered-package envelopes.

Sec. 896. Registered-package envelopes, paper wrappers with registered-package envelopes pasted thereon (with the wax seals and twine fastenings as nearly as possible intact), registered-package jackets, and registered-package tag envelopes, all of which have been emptied of their contents, must be retained on file one year. After their retention for that period, they may be disposed of in the manner directed in

—to be retained on file for one year.

section 357 as amended, the same as memoranda of the transaction of business.

2. Used package envelopes and package jackets before being disposed of should be examined to see that they are without inclosures, and be so mutilated as to prevent their use again. —to be examined before disposed of.

**Sec. 897.**

Registry records. Report of accumulation.

2. When the accumulation of such used registry records as the stubs or counterparts of registration receipts given to senders, books, cards, etc., of receipts taken from addressees, that have been retained for six years, and the other registry records that have been retained for three years, has become so great that the retention of the records longer is impracticable, postmasters may report the matter to the Department as directed in section 357 as amended, retaining the records pending the receipt of instructions.

4. When a post-office is discontinued and made a station of another post-office, all books, blanks, and other papers relating to the registry business of the discontinued post-office must be turned over to the succeeding postmaster, who will continue the use at that station of such registry records, making a notation in the books to show where the record of the discontinued post-office stops and that of the station begins. The foregoing applies to all stations established in the place of discontinued post-offices, including those on rural delivery routes. How disposed of upon discontinuance of office.

**XIII.—INDEMNITY FOR LOSSES.**

**Sec. 899.** \* \* \* As a part of such system of registration he [the Postmaster-General] may provide rules under which the sender or owners of first-class registered matter may be indemnified for losses thereof in the mails, the indemnity to be paid out of postal revenues, but in no case to exceed one hundred dollars for any registered piece, or the actual value thereof when that is less than one hundred dollars, and for which no other compensation or reimbursement to the loser has been made: *Provided*, That the Post-Office Department or its revenues shall not be liable for the loss of any other mail matter on account of its having been registered. Indemnity for loss of first-class registered matter. R. S., sec. 3926, 1897, Feb. 27, ch. 340; 29 Stat. L., 599. 1902, April 21, ch. 563, 32 Stat. L., 117. —Postmaster-General to provide rule for payment of.

2. Indemnity shall be paid for the value of lost domestic first-class mail matter not to exceed \$25 in any one case, in accordance with law and the regulations of the Post-Office Department. (See sec. 900.) Amount of indemnity which shall be paid.

## CHAPTER 3.

### THROUGH REGISTRY SERVICE.

#### I.—GENERAL PROVISIONS.

**Through registry exchanges.** **Sec. 910.** Five special methods are provided for the transmission of registered matter in pouches or sacks closed with special locks:

**Registered pouch service.** *a.* The through registered pouch service, for the exchange of registered mail between post-offices when hand-to-hand receipts can be had over the entire route. (See secs. 1547 and 1551.)

**Inner sack service.** *b.* The inner registered sack service, for the exchange of registered mail in through sacks closed with rotary locks between post-offices where hand-to-hand receipts can not be had over the entire route. (See secs. 926 to 929.)

**Brass-lock pouch service.** *c.* The brass-lock pouch service, for the exchange of registered mail in bags fastened with special brass locks between post-offices where the service is mainly over star routes; also for the exchange of ordinary through mail when it does not interfere with the proper transaction of the registry business. (See secs. 930 to 939.)

**Railway post-office through pouch service.** *d.* The railway post-office through registered pouch service.

**Railway post-office inner sack service.** *e.* The railway post-office inner registered sack service.

**To be established, where.** 2. The last two services named are established between points at one or both of which the pouches or sacks are made up or received by employees of the railway mail service. They are for registered matter only, and in them a special form of rotary lock is used.

**Through registry exchange to be authorized.** 3. Through registry exchanges must never be conducted without special orders from the Third Assistant Postmaster-General; and every unauthorized change in such exchanges must be promptly reported to that officer.

**General regulations apply.** 4. The general regulations relating to the registry system will apply to through registry exchanges except where otherwise modified in this chapter.

**Internal-revenue matter.** 5. Internal-revenue registered matter is dispatched from Washington, D. C., under special instructions

from the Third Assistant Postmaster-General to certain selected offices in pouches closed with rotary locks of the "T" series. These pouches are subject to the regulations governing the through registered pouch service. They must be invariably returned empty, with the locks attached and the labels reversed, and postmasters must take receipts for them from postal clerks by the description furnished by the label and the serial and rotary numbers. Mail matter of any kind must not, under any circumstances, be inclosed in these pouches, and the "T" locks must never be used upon other registered pouches or sacks. When more than one of these pouches and locks are to be returned at one time, one pouch must be used to inclose the others, and a registered pouch bill or letter of advice describing the pouches, each by its lock numbers, must be inclosed with them.

#### VIII.—REGISTERED PACKAGE JACKET SERVICE.

**Sec. 939½.** For the purpose of facilitating the transmission of registered matter and to save the labor of making a record of separate registered packages in transit, registered-package jackets will be used where the amount of matter dispatched is considerable but is not sufficient to warrant an exchange of registered pouches or sacks.

Registered - package jackets.

2. Registered-package jackets are to be used by railway post-offices, transfer clerks, and authorized post-offices to inclose five or more separate registered packages addressed to the same post-office or intended for distribution by the same post-office, railway post-office, or transfer clerk; but jackets must not be used in any case where at least one record and handling, in transit, of the packages inclosed will not thereby be saved. When made up for a railway post-office the train number, as well as the name of the railway post-office, must be given in the address on the jacket. Registered packages having tag envelopes attached or which are so bulky as to interfere with the secure sealing of the jacket must not be inclosed therein. Jackets containing packages marked "Special Delivery" must be similarly marked on the address side. Registered-package jackets must be numbered consecutively by each office or railway postal clerk using them, begin-

—when and how to be used.

—what to contain.



ning with No. 1 on each January 1 and July 1. Whenever this number appears on the records it must be preceded by the letter "J."

—penalty envelope to be inclosed.

3. There must be inclosed in every registered-package jacket a penalty envelope addressed to the dispatching office or clerk, to be used in returning the receipt for the contents of the jacket.

Rules not inapplicable to apply.

4. When not plainly inapplicable the rules which apply to through registered pouches are to be observed in the opening and closing of registered-package jackets; in other respects the treatment of the jackets must be as prescribed for registered packages, except as modified herein.

Special authority and instructions to be given.

5. Special authority and instructions for the use of registered-package jackets, where needed, will be given by the Third Assistant Postmaster-General, to whom report of all failures to use the jackets in proper cases, or other irregularities in connection therewith, must be promptly made.

## CHAPTER 4.

### REGISTRATION OF FOREIGN MAIL MATTER.

#### I.—PREPARATION AND DISPATCH.

Dispatch of registered foreign matter.

—how made.

**Sec. 944.** Registered letters and parcels for dispatch to foreign countries must be billed and inclosed in registered-package envelopes addressed to the post-office in the United States which is designated to exchange registered matter with such countries. Registered-package envelopes containing letters or parcels for dispatch to foreign countries must be plainly marked with the word "Foreign," except that registered-package envelopes containing letters or parcels addressed to Cuba, Canada, or Mexico must be plainly marked with the word "Cuba," "Canada," or "Mexico," instead of the word "Foreign." Registered matter addressed for delivery at the exchange office, or at another United States post-office, must not be included in registered-package envelopes which contain letters or parcels for dispatch to foreign countries. When a return receipt is properly demanded for registered

—marked, how.

—when receipt form shall be filled and returned.

matter addressed to a foreign country, including Cuba, Canada, and Mexico, the exchange office will supply and fill out the return receipt form, except in cases where interior offices are especially authorized to prepare the foreign receipt form. Registry bills must accompany all letters or parcels sent to a United States exchange office for dispatch to a foreign country.

—when registry bills shall accompany.

II.—RECEIPT AND DELIVERY OF FOREIGN REGISTERED MATTER.

Sec. 948. Should a registered letter or parcel originating in a foreign country other than Cuba, Canada, or Mexico remain undelivered for thirty days after its receipt, or for three months if specially held for delivery, it must, even though bearing the name and address of the sender, or a return request, be indorsed with the cause of its nondelivery and sent to the Division of Dead Letters in the manner prescribed in section 890.

Undelivered foreign matter other than that excepted.—how disposed of.

2. When an undelivered registered letter or parcel originating in any foreign country is accompanied by a return receipt, such receipt must be indorsed in the same manner as the registered letter or parcel, and must not be detached therefrom.

Treatment of receipt.

3. When a registered letter or parcel originating in any foreign country is addressed to a person who is dead, delivery may be made only to the legal representative of the addressee. If such delivery can not be made, the letter or parcel must be indorsed with the cause thereof and disposed of as prescribed in paragraph 1 of this section, or, in the case of letters and parcels from Cuba, Canada, and Mexico, in accordance with amended section 949. If claimed by a relative of the deceased addressee, such relative may be furnished with the sender's name and address, if possible.

Matter addressed to a dead person.

Sec. 949. Undelivered registered letters and parcels originating in Cuba, Canada, or Mexico, on which the names and addresses of the senders appear, whether printed or written, should be indorsed with the cause of the nondelivery, re-registered free, and sent to the proper United States exchange office at the expiration of the time named in the return request, or at the end of thirty days if no time is specified.

Undelivered foreign matter originating in Cuba, Canada, or Mexico.—bearing address of sender, how treated.

—without address  
of sender, how  
treated.

2. Undelivered registered letters and parcels originating in Cuba, Canada, or Mexico which do not bear the names and addresses of the senders must be indorsed with the cause of nondelivery and sent to the Division of Dead Letters, in the manner prescribed in section 890, at the expiration of thirty days, or of three months if specially held for delivery, as provided in section 950.

NOTE.—See amended sec. 948, par. 2, as to disposal of return receipts accompanying undelivered registered letters or parcels.

See amended sec. 948, par. 3, as to treatment of registered letters and parcels originating in Cuba, Canada, or Mexico when addressed to persons who are deceased.

TITLE SIX.  
MONEY-ORDER SYSTEM.

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CHAPTER 2.

ISSUE OF DOMESTIC MONEY ORDERS.

I.—GENERAL PROVISIONS.

**Sec. 977.** Postmasters must not receive or pay out in the transaction of money-order business any money that is not legal tender by the laws of the United States, excepting national-bank notes and silver certificates. (See sec. 330.) At post-offices near the border line between the United States and Canada, however, Canadian money may be received for and used in payment of money orders, under such special restrictions as the Third Assistant Postmaster-General shall prescribe.

Payment of orders.  
—how to be made.

III.—APPLICATION AND ISSUE.

**Sec. 984.**

3. Applications, after having been numbered to correspond with the orders issued, must be filed for ready reference and preserved for not less than four years. At the end of such time they may be disposed of as waste paper in accordance with section 357 as amended.

Applications.  
—to be filed.

V.—ADVICES—ORIGINAL AND DUPLICATE.

**Sec. 993.**

3. The advice will be dispatched in a sealed envelope to the office of payment by first mail.

Advices.  
—how dispatched.



## CHAPTER 3.

## PAYMENT OF DOMESTIC MONEY ORDERS.

## III.—WHEN PAYMENT OF ORDERS TO BE REFUSED.

Payment of orders withheld.  
—when stamp of issue and office and date missing.

## Sec. 1009.

*d.* When the stamp of the issuing office is missing from the order, or when the written date is missing from both order and advice. In those circumstances the paying postmaster must immediately address a letter of inquiry (Form 6006) to the issuing postmaster, as in the preceding paragraph. Provided the order and advice both are regular in all other respects, however, pending the receipt of the second advice properly stamped and dated, the postmaster may, if the payee is known to him to be a responsible person, advance the amount of the order, holding the receipted order as a corresponding amount in cash.

—if amounts dissimilar and second advice names either sum,

*e.* When the amount named in figures in the margin of the order differs from that named in the body of the order or of the advice. Under no circumstances can an order be made a voucher for a larger amount than that written in full in the body or indicated by the figures on the right-hand margin thereof; but in any case of discrepancy between the amount written in the body of the order and the amount indicated by the figures in the margin payment may be made on due presentation after receipt of a second advice naming either of these amounts, if the order be not otherwise irregular. Pending the receipt of the second advice in such case, the smaller amount may be paid if the payee so desires. In such event the paying postmaster should take from the payee a manuscript receipt for the amount paid in advance, and should hold the same (with the order) as representing a corresponding sum in cash until the second advice is received. The formal receipt of the payee for the true amount should then be obtained on the order itself, and the same should be forwarded in the usual way as the voucher with the statement in which credit is taken for the payment. Across the face thereof, before it is thus forwarded, the paying postmaster

should write or stamp a statement of the amount paid, thus, "Paid \$——, in accordance with second advice."

*f.* If the amount named and repeated in the order is greater than the amount named in the advice (which may be the case when the advice is not filled in by the carbon process and a second advice used instead), the smaller amount may be paid at once if the payee desires it, the postmaster taking a receipt from the payee for the amount thus paid and holding the same (with the order) as cash on hand until the second advice is received and the formal receipt of the payee for the true amount is obtained on the order itself. If the amount named in the second advice and paid be less than the amount originally named in the order, the paying postmaster should, before forwarding the order to the Department as a voucher, write or stamp across its face the words, "Paid \$——, in accordance with second advice," naming the true amount.

—if amounts not similar, and advice names greater amount.

*h.* When request is made by the issuing postmaster or by the remitter that payment be withheld for sufficient time to enable the remitter to furnish the paying postmaster with proof that the order was purchased by him through false representations or other fraudulent action of the payee, who is furthermore alleged by him to be engaged in conducting a scheme or device for obtaining money through the mails by false or fraudulent pretenses, representations, or promises, the case, together with the proof furnished, must be forwarded to the Third Assistant Postmaster-General, Division of Money Orders, so that the Postmaster-General may, if the evidence is satisfactory to him, forbid the payment of all orders drawn to the order of said payee, as provided in section 1010. Where the payment of a money order is not forbidden by the Postmaster-General under the provisions of section 1010, the payee is entitled to payment "notwithstanding the protest of the remitter of the money order, and the remitter of the money order can not forbid the payment of it by any notice to the post-office at which it is made payable before it has been paid."

—when allegations of fraud in obtaining of order.

## IV.—ADVICES.

Advice of order where office of payment changed by new order, how treated.

**Sec. 1014.** Where the office upon which drawn is changed by the issue of a new order, as provided in section 992, the advice of the first order will be treated the same as the advice of a repaid order.

Paid advices.—how disposed of.

**Sec. 1018.** Paid advices should be retained on file for a term of four years, at the expiration of which time they may be disposed of as waste paper in accordance with section 357 as amended.

## V.—UNCLAIMED MONEY ORDERS.

Unclaimed money orders.

**Sec. 1019.**

Payee may apply for duplicate.

6. The payee may make and the postmaster may receive application for a duplicate thereof at any time before the order becomes invalid by reason of age.

## CHAPTER 4.

## REPAYMENT OF, AND DUPLICATE, MONEY ORDERS—PAYMENT OF INVALID ORDERS BY WARRANT.

## IV.—INVALID ORDERS AND POSTAL NOTES PAYABLE BY WARRANT.

Invalid orders.

**Sec. 1035.**

Application for warrant.—proceedings thereupon.

4. The holder of an original or duplicate money order which remains unpaid after the lapse of one year from the last day of the month of issue of the original, in order to obtain payment of the amount thereof must present such original or duplicate order to the postmaster at a money-order office (not necessarily the office of issue or of payment), who will thereupon forward it, through the postmaster at the office at which it was issued or the postmaster at the office upon which it was drawn, to the Third Assistant Postmaster-General, with an application from the holder for a warrant for the amount. The postmaster before whom the application is made will furnish the form therefor. If the order be less than seven years old the application will be made on Form 6003a; if seven or more years old, upon Form 6003c. Upon

receipt of the application in due form at the Post-Office Department, if the Department is satisfied that the order has not been paid or repaid and that the applicant is entitled thereto, a warrant for the amount thereof, drawn upon the Treasurer of the United States, will be issued without charge to the applicant and mailed to his address. The Post-Office Department, however, reserves the right in all cases, before issuing a warrant for the amount of an invalid money order, whether to the remitter, payee, or indorsee, or legal representative, heir, heirs, or assigns of either, to exact from him or them a bond of indemnity in a penal sum double the amount of the money order, for the purpose of securing the Department against loss in the event that any other person shall establish a valid adverse claim to the order or the amount or any portion of the amount thereof.

5. In the case of an order seven or more years old —in case of order seven or more years old. the postmaster before whom the application (Form 6003c) is made, after certifying thereon that he knows the applicant to be the person he represents himself to be; that the signature to the application is the genuine signature of the applicant, and that he believes the applicant to be entitled to a warrant, will forward the application and order together to the post-office named in the order as the one drawn upon, or to the post-office at which the order was issued, for certification and transmission to the Department; and the postmasters at such offices will execute the proper certificates on the application as to whether the records thereat afford any evidence of payment or repayment of the order by means of a duplicate or otherwise. The applicant also in such a case may be required to make oath before an officer duly empowered to administer oaths that the amount of the order has not been paid to him, nor, so far as he knows, to anyone else, by any postmaster, either upon the original or a duplicate thereof or otherwise, and that he believes himself entitled to a warrant. The form of such oath (Form 6003d), when required, will be furnished by the Department, after receipt of the application thereat, as will also the form for the bond of indemnity (Form 6116c) when such bond is deemed necessary.

6. The regulations governing applications for and issue of duplicate money orders, where not inconsistent —regulations not inconsistent to apply.



with the provisions of this section or sections 1036 and 1132, will apply to orders which have become invalidated by age.

Statement re-  
garding domestic  
money orders to  
Auditor.

7. Postmasters at all money-order offices will render to the Auditor for the Post-Office Department, in conformity with section 1132 of the Postal Laws and Regulations (instead of, as heretofore, to the Third Assistant Postmaster-General), at the close of each month, a statement of all advices of invalid domestic money orders payable at their respective offices, as evidenced by advices remaining unpaid for one year from the last day of the month of issue, such statement to be accompanied by the advices, and made out on Form No. 6686. Advices of invalid international money orders, however, including advices of orders issued in Canada, Cuba, Newfoundland, and the Philippine Islands, must be forwarded, as heretofore, to the Third Assistant Postmaster-General, Division of Money Orders, in accordance with section 1087.

Advices regard-  
ing international  
money orders to  
Third Assistant  
Postmaster - Gen-  
eral.

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## CHAPTER 5.

### INTERNATIONAL MONEY-ORDER SERVICE.

#### I.—GENERAL PROVISIONS.

Charges for inter-  
mediary service.

##### Sec. 1047.

NOTE.—The charges hereafter made by Switzerland for intermediary money-order service will be 25 centimes for each 25 francs, or fraction thereof, on the first 100 francs. On larger amounts 25 centimes will be deducted from the face value of each order for every 50 francs or fraction thereof beyond 100 francs; thus, on an order for francs 450 there would be a charge of francs 2.75 for its transmission to Roumania or Servia.

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## CHAPTER 6.

### ISSUE OF INTERNATIONAL MONEY ORDERS.

#### II.—ISSUE OF ORDERS—ADVICES.

Advices.

##### Sec. 1063.

Orders payable  
in Canada, Cuba,  
or Newfoundland.

3. Advices of money orders payable in Canada and Cuba will be sent directly to the paying postmasters. When payable in Newfoundland such advices will be addressed and sent to the "Postmaster, Sydney (Nova

Scotia), Canada," and not to the office of payment in Newfoundland.

**Sec. 1064.**

3. Advices of money orders drawn on Canada or Cuba will be inclosed in envelopes, such as are used in domestic money-order business. Advices of orders drawn on Newfoundland will be inclosed in similar envelopes, but will bear the address, "Postmaster, Sydney (Nova Scotia), Canada."

Special envelopes for advices.  
Orders drawn on Canada, Cuba, or Newfoundland.

**Sec. 1065.**

NOTE.—The entry in the table regarding Newfoundland is modified by substituting "No conversion" for "Foreign office" in column 3.

Directions and precautions concerning issue of foreign orders.

The rates used for the conversion of amounts deposited for the purchase of international money orders payable abroad are modified as follows:

- The German mark shall be reckoned as equivalent to 23.9 cents United States money.
- The Danish, Norwegian, and Swedish krona as 26.9 cents.
- The Netherlands florin as 40½ cents.
- The Austro-Hungarian crown as 20.4 cents.
- The rates for the pound sterling, milreis, ruble, and franc remain as heretofore, to wit:

|             |       |        |
|-------------|-------|--------|
| £1 sterling | ----- | \$4.87 |
| 1 milreis   | ----- | 1.08   |
| 1 ruble     | ----- | .5146  |
| 5.15 francs | ----- | 1.00   |

Invalid orders.

**Sec. 1087.** By the terms of the conventions with the various foreign countries with which the United States exchanges money orders, the amounts of orders which remain unpaid for one year from the date of issue revert to the country of origin. Postmasters must, therefore, send promptly to the Third Assistant Postmaster-General, Division of Money Orders, the advices of all international money orders which become invalid by reason of age, including advices of orders issued in Canada, Cuba, Newfoundland, and the Philippine Islands. Such advices should not be inclosed with the statement, but should be placed in separate envelopes marked "Invalid international advices."

—return of advice of.

**CHAPTER 9.**

**MONEY-ORDER FUNDS, ACCOUNTS, AND RECORDS.**

**V.—DEPOSIT OF SURPLUS FUNDS—REMITTANCES—RESERVES.**

**Sec. 1114.**

2. Postmasters to whom a "reserve" is allowed may retain from deposit the amount thereof, and no more.

"Reserve."  
—retention of amount of.

# TITLE SEVEN.

## TRANSPORTATION OF THE MAILS.

### CHAPTER 3.

#### TRANSPORTATION OF MAILS BY RAILROADS.

##### I.—CONTRACTS AND COMPENSATION FOR RAILROAD SERVICE.

Adjustment of compensation; conditions and rates.

Compensation further reduced. 1907, Mar. 2 (Public, No. 172).

#### Sec. 1164.

3½. The Postmaster-General is hereby authorized and directed to readjust the compensation to be paid from and after the first day of July, nineteen hundred and seven, for the transportation of mail on railroad routes carrying their whole length an average weight of mails per day of upward of five thousand pounds by making the following changes in the present rates per mile per annum for the transportation of mail on such routes, and hereafter the rates on such routes shall be as follows: On routes carrying their whole length an average weight of mail per day of more than five thousand pounds and less than forty-eight thousand pounds the rates shall be five per centum less than the present rates on all weight carried in excess of five thousand pounds; and on routes carrying their whole length an average weight of mail per day of more than forty-eight thousand pounds the rate shall be five per centum less than the present rates on all weight carried in excess of five thousand pounds up to forty-eight thousand pounds, and for each additional two thousand pounds in excess of forty-eight thousand pounds at the rate of nineteen dollars and twenty-four cents upon all roads other than land-grant roads, and upon all land-grant roads the rate shall be seventeen dollars and ten cents for each two thousand pounds carried in excess of said forty-eight thousand pounds.

Withdrawal of postal cards, etc., during weighing seasons.

1906, June 26, ch. 3546, 34 Stat. L., 473. 1907, Mar. 2 (Public, No. 172).

4½. The Postmaster-General shall require, when in freightable lots and whenever practicable, the withdrawal from the mails of all postal cards, stamped envelopes, newspaper wrappers, empty mail bags, furniture, equipment, and other supplies for the postal service, except postage stamps, in the respective weighing divisions of the country, immediately preceding the weighing period in said divisions, and thereafter such postal cards, stamped envelopes, newspaper wrappers, empty mail bags, furniture, equipment, and other supplies for the postal service, except postage stamps, shall be transmitted by either freight or express.

6. When the weight of mail is taken on railroad routes the whole number of days the mails are weighed shall be used as a divisor for obtaining the average weight per day.

Divisor for obtaining average daily weight.

**Sec. 1166.**

Table of maximum rates for transportation of mails by railroads.

ADDITIONAL NOTE.—For statement of further reductions from July 1, 1907, see sec. 1164, par. 31.

III.—RAILWAY POST-OFFICE CAR SERVICE.

**Sec. 1176.**

Additional pay for railway post-office lines.

2. After July first, nineteen hundred and seven, additional pay allowed for every line comprising a daily trip each way of railway post-office cars shall be at a rate not exceeding twenty-five dollars per mile per annum for cars forty feet in length, and twenty-seven dollars and fifty cents per mile per annum for forty-five-foot cars, and thirty-two dollars and fifty cents per mile per annum for fifty-foot cars, and forty dollars per mile per annum for cars fifty-five feet or more in length.

Pay after July 1, 1907, Mar. 2 (Public, No. 172).—rates of.

IV.—GENERAL PERFORMANCE OF SERVICE.

**Sec. 1187.**

Railroad companies to keep a record of pouches.

In note sec. "597" is changed to read "595."

CHAPTER 4.

TRANSPORTATION OF MAILS ON ELECTRIC AND CABLE CARS.

I.—ESTABLISHMENT OF SERVICE—GENERAL PROVISIONS.

**Sec. 1205.**

Rates of compensation for electric or cable-car service. See 1906, June 26, ch. 3546, 34 Stat. L., 474; 1907, Mar 2 (Public, No. 172).

2. The acts making appropriations for the service of the Post-Office Department for the fiscal years ending June 30, 1907, and June 30, 1908, include appropriations for transportation of mail by electric and cable cars, and provide that the rate of compensation to be paid per mile shall not exceed the rate now paid to companies performing such service except that the Postmaster-General, in cases where the quantity of mail is large and the number of exchange points numerous, may, in his discretion, authorize payment for closed-pouch service at a rate per mile not to exceed one-third above the rate per mile now paid for closed-pouch service; and for mail cars and apartments



carrying the mails, not to exceed the rate of 1 cent per linear foot per car-mile of travel: *Provided further*, That the rates for electric-car service on routes over 20 miles in length outside of cities shall not exceed the rates paid for service on steam railroads.

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## CHAPTER 5.

### MAIL-MESSENGER SERVICE.

#### II.—PERFORMANCE OF SERVICE—TEMPORARY SERVICE.

Duties of postmasters in connection with service.

—to report cessation or lack of need of service, when distance less than 80 rods, or when cost can be reduced.

#### Sec. 1223.

3. Postmasters shall report promptly to the Second Assistant Postmaster-General whenever mail-messenger service ceases to be necessary; also, whenever the conditions change so that the distance is not over 80 rods between the post-office and the railroad station, measured in accordance with paragraph 4, section 1191; or when the distance between the post-office and steamboat landing is not over 80 rods; and when cost of service can be reduced by a readvertisement of the route.

Payment for mail-messenger service.

—how made.

Sec. 1227. Mail messengers will be paid monthly by Treasury warrant, direct from the office of the Third Assistant Postmaster-General, as soon after the close of each month as their accounts can be adjusted. No settlement can be made until the postmaster's report of the service has been received.

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## CHAPTER 7.

### TRANSPORTATION OF MAILS ON STEAMSHIP, STEAMBOAT, AND "STAR" ROUTES.

#### II.—STEAMSHIP AND STEAMBOAT SERVICE.

Steamboats used in mail service.

Contractors to keep record of pouches and make report.

#### Sec. 1245.

3. Contractors on steamboat lines will keep a record of all pouches due to be received or dispatched by them and check all pouches when received or dispatched.

In cases of failure to receive any pouch due, a shortage slip should be made out explaining the cause of failure and forwarded in lieu of the missing pouch. If cause is not known, the contractor, or his employee, in addition to making out the shortage slip, should notify the division superintendent railway mail service. Specific instructions in regard to the use of shortage slips will be given by the general superintendent Division of Railway Mail Service.

#### VI.—CONTRACTS—PERFORMANCE OF SERVICE.

##### Sec. 1284.

Payments on contracts.  
—how made.

3. Payments will be made by warrant on the Treasury direct from the Department, after the expiration of each month, and as soon as accounts can be settled, if required evidence of service has been received. (See sec. 1324.)

#### IX.—ASSIGNMENT OF CONTRACTS—SUBCONTRACTS.

##### Sec. 1300.

Subcontracts.  
—payments of contractors on.

9. Contractors who desire credits for payments to subcontractors of record are required to file in the office of the Second Assistant Postmaster-General, Division of Inspection, before the expiration of the month to which such payments or proposed payments relate, notice of their intention to make such payments, and to file in such office, within thirty days after the expiration of the month, the prescribed receipt showing the payment.

## CHAPTER 8.

### FOREIGN MAIL SERVICE.

#### II.—DELIVERY INTO AND TAKING LETTERS FROM POST-OFFICES BY MASTERS OF FOREIGN VESSELS.

##### Sec. 1309.

Foreign vessels carrying mail to or from the United States.

NOTE.—The reference to the postage due on letters "justly chargeable by this title" meant the rates of postage as then fixed by law, but wherever such rates have been changed by subsequent legislation such reference would apply to the rates of postage prescribed by existing law. See sec. 1246 as to delivery of letters into post-offices by masters of other than foreign vessels; secs. 1247 to 1250 as to payment for ship letters.

## CHAPTER 9.

## SEA POST-OFFICES.

Sea post-office  
clerks. Sec. 1319.

3. United States sea post-office clerks shall be of two classes. Clerks of class 1 shall receive pay at the rate of \$1,200 per annum each; clerks of class 2, who shall be clerks in charge, shall receive pay at the rate of \$1,400 per annum each; and in addition thereto they shall be entitled to first-cabin board on the steamers to which assigned and to commutation for board and lodging while in foreign ports at rates fixed by the Post-Office Department. They are subject to the ship's discipline to the same extent that passengers are. While on duty they will wear uniform coats and caps complying with the specifications of the Post-Office Department.

—discipline and  
uniform.

## CHAPTER 10.

## INSPECTION OF MAIL SERVICE, DEDUCTIONS, AND FINES.

## II.—DEDUCTIONS AND FINES—AUTHORIZATION OF.

Railroads to comply with contracts as to time of arrival and departure of mails.  
1906, June 26,  
ch. 3546, 34 Stat.  
L., 472.

Sec. 1333 $\frac{1}{2}$ . The Postmaster-General shall require all railroads carrying the mails under contract to comply with the terms of said contract, as to the time of arrival and departure of said mails, and it shall be his duty to impose and collect reasonable fines for delay, when such delay is not caused by unavoidable accidents or conditions.

NOTE.—The act of March 2, 1907, making appropriation for the service of the Post-Office Department from July 1, 1907, changes the words "under contract to comply with the terms of said contract" to "to maintain their regular train schedules."

Affidavit of railroad company shall contain what.

2. Every railroad company operating a route over which mails are carried shall, on the regular affidavit covering failures of mail-train service which it is required to submit promptly at the end of each quarter to the respective division superintendents, railway mail service, show, in addition to and separate from such mail-train failures, the number of minutes late of each arrival (not time of arrival) of every train carrying mail which has reached the terminus of said

route, the terminus of such train's run, or any intermediate point designated by the Postmaster-General and of which the company shall have notice, thirty or more minutes late as many as ten times during the quarter, the extent, cause in detail, and place of each delay being given.

## CHAPTER 11.

### MAIL EQUIPMENTS.

#### I.—MAIL BAGS.

**Sec. 1346.** Postmasters who may receive canvas mail sacks containing public documents or other official mail matter addressed to Senators or Representatives in Congress or to resident agents of any Executive Department at Washington, D. C., stationed within the delivery of the post-office, may permit such sacks to be taken from the receiving post-office for the purpose of conveniently emptying the same, but with the distinct understanding that such sacks must not be withheld from the service for a longer period than three days. All other sacks are to be promptly disposed of as directed in section 1352.

Canvas sacks containing public documents.

#### **Sec. 1352.**

Surplus mail bags.

4.

—depository offices for.

*f.* From post-offices in Michigan, Wisconsin, Illinois, Iowa, South Dakota, Nebraska, Utah, Wyoming, Idaho, Nevada, Washington, Oregon, and Alaska, and from post-offices supplied by the Ogden and San Francisco railway post-office in California east of Sacramento, to the postmaster at Chicago, Ill.

*h.* From post-offices in Missouri, Arkansas, Texas, Indian Territory, Oklahoma, Kansas, Colorado, New Mexico, and Arizona, and from post-offices in the following counties of California: Los Angeles, Orange, Riverside, San Bernardino, and San Diego, to the postmaster at St. Louis, Mo.

*i.* From all post-offices in California not referred to in paragraphs *f* and *h* of this section, to the postmaster at San Francisco, Cal.



## II.—MAIL LOCKS.

## Sec. 1363.

2. A postmaster, whose office is without a brass-lock exchange, receiving a pouch addressed to his office and secured with a brass lock will be guided by section 1365. Should it be necessary to forward the pouch unopened to the next office on the route, as provided for in section 1365, a letter of advice must be transmitted therewith by each dispatching office.

See sec. 926, relative to the disposition of the brass lock, etc.

## Sec. 1367.

2.

*f.* From post-offices in Michigan, Wisconsin, Illinois, Iowa, South Dakota, Nebraska, Utah, Wyoming, Idaho, Nevada, Washington, Oregon, and Alaska, and from post-offices supplied by the Ogden and San Francisco railway post-office in California east of Sacramento, to the postmaster at Chicago, Ill.

*h.* From post-offices in Missouri, Arkansas, Texas, Indian Territory, Oklahoma, Kansas, Colorado, New Mexico, and Arizona, and from post-offices in the following counties of California: Los Angeles, Orange, Riverside, San Bernardino, and San Diego, to the postmaster at St. Louis, Mo.

*i.* From all post-offices in California not referred to in paragraphs *f* and *h* of this section, to the postmaster at San Francisco, Cal.

Brass locks.  
—treatment of,  
when received at  
offices not having  
keys therefor.

Surplus locks.  
—depository of  
ices for.

# TITLE EIGHT.

## RAILWAY MAIL SERVICE.

### CHAPTER 1.

#### ORGANIZATION OF THE RAILWAY MAIL SERVICE.

##### I.—OFFICERS OF THE RAILWAY MAIL SERVICE.

**Sec. 1396.** The Postmaster-General shall appoint a general superintendent, railway mail service, who shall be paid a salary of four thousand dollars a year, and one assistant general superintendent, railway mail service, who shall be paid a salary of three thousand five hundred dollars a year, and one chief clerk of railway mail service, to be employed in the Post-Office Department, who shall be paid a salary of two thousand dollars a year.

R. S., sec. 4020.  
1906, June 26,  
ch. 3546, 34 Stat.  
L., 473.

2. The Postmaster-General may appoint eleven division superintendents, railway mail service, at a salary of three thousand dollars each a year; eleven assistant division superintendents, railway mail service, at a salary of one thousand eight hundred dollars each a year.

Division superintendents, etc., railway mail service.  
1878, June 17, ch. 259, 20 Stat. L., 140.  
1906, June 26, ch. 3546, 34 Stat. L., 473.

**ADDITIONAL NOTE.**—The act of March 2, 1907, making appropriation for the service of the Post-Office Department, fixes the salaries of assistant division superintendents at \$2,000 a year from July 1, 1907.

**Sec. 1397.** The Postmaster-General may appoint five assistant superintendents, railway mail service, at a salary of one thousand eight hundred dollars each a year, and nineteen assistant superintendents, railway mail service, at a salary of one thousand six hundred dollars each a year.

Assistant superintendents, railway mail service.  
1900, June 2, ch. 613 31 Stat. L., 258.  
1906, June 26, ch. 3546, 34 Stat. L., 473.

**ADDITIONAL NOTE.**—The act of March 2, 1907, making appropriation for the service of the Post-Office Department, fixes the salaries of the two classes of assistant superintendents above named at \$2,000 and \$1,800 each a year from July 1, 1907.

**Sec. 1398.** The general superintendent, railway mail service, the assistant general superintendent, railway mail service, and the chief clerk, railway mail service, shall be paid their necessary and actual expenses while traveling on the business of the Department.

Traveling expenses of officers, railway mail service.  
1881, Mar. 1, ch. 96, 21 Stat. L., 374.  
1890, Apr. 16, ch. 85, 26 Stat. L., 56.

1891, Mar. 3, ch. 546, 26 Stat. L., 1018.  
 1900, June 2, ch. 613, 31 Stat. L., 259.

Per diem allowance to assistant superintendents.

1901, Mar. 3, ch. 851, 31 Stat. L., 1105.  
 1904, Apr. 28, ch. 1759, 33 Stat. L., 441.

2. The division superintendents, assistant division superintendents, and chief clerks, railway mail service, and railway postal clerks, shall be paid their actual and necessary expenses while actually traveling on business of the Post-Office Department and away from their several designated headquarters.

3. Assistant superintendents, railway mail service, may receive a per diem allowance in lieu of actual and necessary traveling expenses at the rate of four dollars per day while actually traveling on business of the Department away from their home, their official domicile, and their headquarters.

II.—RAILWAY POSTAL CLERKS, APPOINTMENT, ETC.

Railway postal clerks.

R. S., secs. 4024, 4025.

1882, July 3, ch. 361, 22 Stat. L., 180.

1895, Feb. 28, ch. 140, 28 Stat. L., 692.

1900, June 3, ch. 613, 31 Stat. L., 258.

1902, Apr. 21, ch. 563, 32 Stat. L., 115.

1903, Mar. 3, ch. 1009, 32 Stat. L., 1172.

1906, June 26, ch. 3546, 34 Stat. L., 473.

—classification and salaries.

Sec. 1402. The Postmaster-General may appoint clerks for the purpose of assorting and distributing the mail in railway post-offices \* \* \* [who] shall \* \* \* be designated as railway postal clerks, and [be] divided into six classes, whose salaries shall not exceed the following rates per annum:

Class 1, at not exceeding eight hundred dollars each;

Class 2, at not exceeding nine hundred dollars each;

Class 3, at not exceeding one thousand dollars each;

Class 4 (B), at not exceeding one thousand one hundred dollars each;

Class 4 (A), at not exceeding one thousand two hundred dollars each;

Class 5 (B), at not exceeding one thousand three hundred dollars each;

Class 5 (A), at not exceeding one thousand four hundred dollars each;

Class 6, at not exceeding one thousand five hundred dollars each;

Chief clerks, at not exceeding one thousand six hundred dollars each;

Provided, That the Postmaster-General, in fixing the salaries of clerks in the different classes, may fix different salaries for clerks of the same class, according to the amount of work done and the responsibility incurred by each, but shall not, in any case, allow a higher salary to any clerk of any class than the maximum fixed by this act for the class to which such clerk belongs.

ADDITIONAL NOTE.—The act of March 2, 1907, making appropriation for the service of the Post-Office Department, fixes the salaries of railway postal clerks from July 1, 1907, as follows:

Class 1 (B), at not exceeding eight hundred dollars each;

Class 1 (A), at not exceeding nine hundred dollars each;

Class 2, at not exceeding one thousand dollars each;

Class 3, at not exceeding one thousand one hundred dollars each;

Class 4 (B), at not exceeding one thousand two hundred dollars each;

Class 4 (A), at not exceeding one thousand three hundred dollars each;

Class 5 (B), at not exceeding one thousand four hundred dollars each;

Class 5 (A), at not exceeding one thousand five hundred dollars each;

Clerks in same class may be paid different salaries.

Class 6, at not exceeding one thousand six hundred dollars each;

Chief clerks, at not exceeding one thousand eight hundred dollars each; and provides further that after such date railway mail clerks on entering the service shall receive the salary of the lowest grade, and no clerk shall be advanced more than two hundred dollars in any period of one year's service.

**Sec. 1403 $\frac{1}{2}$ .** In the assignment or transfer of clerks from the railway mail service, preference shall be given to the persons honorably discharged from the military or naval service who served in the civil war and who are now serving as clerks on the railway mail cars, in order that they may be transferred to clerical service in the Department or in the post-offices and relieved from service on said cars as rapidly as practicable, provided they are found to possess the business capacity necessary for the proper discharge of the duties of the offices to which they may be transferred.

Certain preference given in the assignment or transfer from the railway mail service.  
1905, Mar. 3, ch. 1480, 33 Stat. L., 1088.  
1906, June 26, ch. 3546, 34 Stat. L., 474.

**Sec. 1405 $\frac{1}{2}$ .** Railway postal clerks shall give bond to the United States, with good and approved security, in the sum of \$1,000 each, conditioned for the faithful discharge of all duties and trusts imposed upon them by law and the rules and regulations of the Department, and drawn in accordance with the form prescribed by the Department. Bonds of two or more clerks may be given on a blanket or schedule form. Each clerk shall pay the premium chargeable to himself. Bonds will be filed with the Second Assistant Postmaster-General.

Railway postal clerks' bonds.

**NOTE.**—This will not apply to railway postal clerks who are assigned to clerical duties in which they do not have access to registered mail. (See sec. 87 as to renewal of bonds.)

### III.—PROMOTIONS IN THE RAILWAY MAIL SERVICE.

**Sec. 1406.** All promotions in the railway mail service shall be made in conformity with the civil-service rules and regulations.

Promotions in railway mail service.—to be in conformity with civil-service rules.

2. The general superintendent, the assistant general superintendent, and the chief clerk of the Division of Railway Mail Service shall constitute the board of promotion subject to the provisions of section 3 of Civil-Service Rule XI.

Board of promotion.

3. For the purpose of defining the order of promotion under these regulations, the officers and employees shall be classified as follows:

Classification for purposes of promotion.

a. The classification up to and including class 5 shall be as provided in section 1402.

—classes 1 to 5.



—class 5.

*b.* Class 5 shall include clerks in charge of full railway post-offices, clerks assigned to duty in the various offices of the service and receiving a salary of \$1,400 per annum.

—class 6.

*c.* Class 6 shall include clerks in charge on trains carrying two or more full railway post-office cars and receiving a salary of \$1,500 per annum.

—class 7. )

*d.* Class 7 shall include all persons designated as chief clerks and receiving a salary of \$1,600 per annum.

—class 8.

*e.* Class 8 shall include all assistant division superintendents and assistant superintendents, and the assistant chief clerk in the office of the general superintendent.

—class 9.

*f.* Class 9 shall include the assistant general superintendent, superintendents of divisions, and the chief clerk in the office of the general superintendent.

—class 10.

*g.* Class 10 shall include the general superintendent.

Vacancies to be filled by promotion, except when filled in higher classes by original appointment.

4. All vacancies above those in the lowest class not filled by reinstatement, transfer, or reduction shall be filled by promotion. If there is no person eligible for promotion, or if the vacant position requires the exercise of technical or professional knowledge, it may be filled through certification from the Civil Service Commission.

Vacancies in any class except the lowest, up to class 5, to be filled by promotion from next class in same railway post-office.

5. A vacancy in any class, except the lowest, up to and including class 6, shall be filled by the promotion of an eligible from the next lower class or grade of pay of the same railway post-office. When a vacancy exists the board of promotion shall certify to the Postmaster-General the names of the highest three eligibles, and from these names a selection shall be made. If there shall be in the same railway post-office less than three eligibles in the class next below that in which the vacancy exists, and if the Postmaster-General shall require a full certification, the board of promotion shall certify, in addition, as many as necessary of the highest eligibles in the corresponding class of the connecting or adjacent railway post-offices in the same division whose clerks, by reason of the character of the mail handled therein, are, in the opinion of the board, best qualified.

—board of promotion to certify eligibles to the Postmaster-General.

—when certifications may be made from other railway post-offices.

Vacancies in other offices to be filled as in railway post-offices.

6. A vacancy in any class, except the lowest, up to and including class 6, in an office of the service

other than a railway post-office may be filled by the detail of a clerk from a railway post-office, or by the promotion of an eligible from the next lower class or grade of pay of the same office, as provided in paragraph 5.

7. When a vacancy exists in class 7, the board of promotion shall certify to the Postmaster-General the names of the three eligibles standing highest in class 5, at \$1,400 per annum, and class 6 in the division in which the vacancy exists, and from these names the Postmaster-General will make his selection.

Vacancies in class 7 to be filled from classes 5 and 6.—eligibles to be certified by board.

8. When a vacancy exists in class 8, the board of promotion shall certify to the Postmaster-General the names of the highest three eligibles in class 7 in the division in which the vacancy exists, and from these names the Postmaster-General shall make his selection. If there shall be in the division less than three eligibles in class 7, and if the Postmaster-General requires a full certification, the board of promotion shall certify in addition as many as necessary of the highest eligibles in the corresponding class in the other divisions. Where the duties to be performed in the vacant position are not confined to any division, the board of promotion shall certify the three eligibles in the service who, in its opinion, are best qualified for the duties to be performed and for the responsibilities of the office. Clerks detailed to the office of the general superintendent shall be considered for promotion in the divisions from which they are detailed.

Vacancies in class 8 to be filled from class 7.

—when certifications may be made from other divisions.

—where duties not confined to any division, how filled.

9. When a vacancy exists in class 9, the board of promotion shall certify to the Postmaster-General the names of the three eligibles in class 8 who are best qualified for the duties to be performed and for the responsibilities of the office, and the chief clerk, office of the Second Assistant Postmaster-General, and from these names the Postmaster-General shall make his selection.

Vacancies in class 9 to be filled from class 8.—eligibles to be certified by board.

10. When a vacancy exists in class 10, the Postmaster-General shall promote any person from the next lower class whom he may consider qualified.

Vacancy in class 10 to be filled from next lower class by Postmaster-General.

11. No clerk below class 7 shall be eligible for promotion who has not passed an examination on the States or cities he is required to be examined upon, with a standing of 95 per cent or better, within three

No clerk eligible for promotion who has not passed examination with 95 per cent in three years preceding vacancy.

years next preceding the date of vacancy; and to determine his eligibility his last examination on each State shall alone be considered.

No promotion by detail or transfer, where there is an eligible.

12. No person shall be promoted by detail or transfer to a position which may be filled by the promotion of any employee who is eligible under these regulations.

Clerk to serve three months in each grade.

13. No clerk shall be eligible to promotion to a higher grade until he has served at least three months in the grade he is then in.

Case examination and car record of clerks.

14. The case examination and car record of a clerk shall constitute the examination for promotion to any position in a railway post-office. No reexamination shall be required for promotion to higher positions, eligibility for promotion being determined by the board of promotion after considering such qualities as judgment, character, ability, and general qualifications of the person competing. Records of efficiency in case examinations shall be made in such manner and on such forms as may be prescribed by the board of promotion, after consulting with the Postmaster-General, and shall embrace the elements which are essential to a fair and accurate determination of relative merit.

No reexamination for promotion.

Case examinations.

15. When in the opinion of the board of promotion the qualifications of eligibles are practically equal, they shall be certified in the order of their appointment to the class and line, or office, to which they are assigned.

When qualifications equal, to be certified in order of appointment.

#### IV.—ORGANIZATION OF RAILWAY POSTAL CLERKS, ASSIGNMENTS, ETC.

Transfer clerks.—general superintendent may detail clerks as.

Sec. 1403. The general superintendent of the Division of Railway Mail Service may detail clerks, when necessary, to perform duty at important junctions, to be designated "transfer clerks;" but not more than one clerk of the same class, above class 2, shall be so detailed at any one depot unless six or more clerks are required at such depot.

—to superintend transfer of mails.

2. Transfer clerks shall look after the handling and transfer of mails at railroad depots and perform any other work pertaining to the railway mail service which may be required of them, such as filling runs, furnishing supplies, and conducting examinations.

Helpers may be assigned on lines not full railway post-offices.

Sec. 1414. When it becomes necessary to furnish assistance on any line not a full railway post-office, the clerk assigned to such duty will be designated a

“helper,” whether he runs over the entire line or only a portion of it; but such helper shall not be of a higher class nor receive a higher salary than the clerk to whom he is assigned as a helper, and in no case shall the salary of such helper exceed that of a clerk of class 2, except that clerks assigned to perform intricate city distribution, who run through or part way in full or apartment car lines, may be of class 3.

VI.—ABSENCES FROM DUTY, LEAVES, ETC.

Sec. 1418.

3. Intervening Sundays and holidays will be counted in leaves of absence.

Leaves of absence with pay. Intervening Sundays and holidays counted.

5. This section will apply to clerks detailed as transfer clerks and to clerical duty in the offices of the division superintendents, and to chief clerks.

Application of section.

Sec. 1419. A railway postal clerk must not absent himself from his line, or exchange runs with a clerk on the same or any other line, without the written permission of the division superintendent; nor shall a clerk leave his home during his period of rest without notifying the division superintendent or chief clerk of his exact whereabouts, so that he can be reached by letter or telegram.

Clerks not to be absent without leave.

—not to leave during periods of rest without notice.

2. Leaves of absence without pay may be granted by the division superintendent for periods not exceeding thirty consecutive days and not exceeding sixty days in any one calendar year. Should further leave be desired, special authority must be obtained from the general superintendent. A division superintendent may employ a substitute, vice a clerk on leave without pay, for a period not exceeding the time for which the leave is granted, but in no case exceeding thirty consecutive days, without special authority. Monthly reports must be made to the general superintendent of all leaves of absence granted and substitutes employed.

Leave without pay and employment of substitute.

3. Leave of absence with pay for a period not exceeding thirty days in any calendar year may be granted a clerk on account of sickness, as indicated by a physician's certificate, the clerk to furnish a suitable and competent substitute at his own expense to perform his duties during the time he is absent.

Leave with pay.

NOTE.—The acts appropriating for the service of the Post-Office Department for the fiscal years ending June 30, 1907, and June 30, 1908, authorize the Postmaster-General to allow sick leave during the fiscal year as here provided.



Employment of substitute, evidenced how.

4. The employment of a substitute by a clerk who is sick must be evidenced by a memorandum in writing, signed by all the parties concerned, which shall be filed with the division superintendent or chief clerk; and the clerk shall place in the hands of the division superintendent or chief clerk an order upon the paying postmaster in favor of said substitute, covering the amount of compensation due him.

NOTE.—Par. 5 is omitted. See sec. 300½ for authority to employ substitutes.

New appointees responsible for runs.

Sec. 1420. New appointees are responsible for their runs from the date they commence to draw pay.

Notice to paying postmasters.

Sec. 1421. Division superintendents will send a preliminary notice to the postmaster who is designated as a disbursing officer for the payment of salaries of railway postal clerks in case of the death, resignation, removal, suspension, or change of paying office of a railway postal clerk, or when for any cause a clerk has been absent from duty without pay.

—when to be given.

Pay of substitutes.

Sec. 1422. A certified substitute shall be paid at the rate of \$800 per annum, or at the same rate as the regular clerk if the pay of the latter is less than \$800 per annum; and if he runs more than one tour of duty and protects the run during the intervening lay off, he will be entitled to pay for the entire time.

NOTE.—Former pars. 1, 2, and 4 omitted.

## CHAPTER 2.

### RAILWAY POST-OFFICES.

#### VIII.—MISCELLANEOUS PROVISIONS.

Postage stamps.—clerks to keep supply for sale.

Sec. 1480. Railway postal clerks are required to keep constantly on hand a supply of 1-cent and 2-cent postage stamps for the accommodation of the public at the car; and such stamps must not be sold for any more than their face value.

CHAPTER 3.

TREATMENT OF ORDINARY MAIL MATTER IN THE RAILWAY MAIL SERVICE.

I.—RECEIPT OF MAIL AT POSTAL CARS.

Sec. 1488.

5. Whenever delivery of outside news dealers' packages can not be made by the regular railway postal clerk, because of there being no postal clerk on the train used for the transportation of such packages, the baggageman on the train will deliver the news dealers' packages outside of the mail sack, and while in his custody they shall be considered as mail matter. Baggage-men shall deliver such packages at the place shown in the address.

Second-class matter.

—delivery by railroad employees.

a. Baggage-men are not permitted to receive second-class mail directly from the publisher on postmasters' certificates, unless specially authorized by the Department through the division superintendent to do so.

—baggagemen must be authorized to receive.

b. Packages for delivery outside of the mail when handled and delivered by railroad baggage-men will be duly weighed and credited to the railroad company carrying them, the same as other mail matter.

—weight to be credited to railroads.

c. In order to distinguish packages for outside delivery sent by mail from those sent by express companies or by railroad service, it is required that publishers shall have printed in bold type on wrapper of mail packages for outside delivery the words: "U. S. mail for outside delivery at publisher's risk."

—publishers to label packages.

IV.—MATTER INADMISSIBLE TO THE MAILS—UNPAID AND IMPROPERLY ADDRESSED MATTER—NIXIES.

Sec. 1512.

2. Railway postal clerks will also withdraw from the mail all liquids not admissible to the mails under sections 494 and 496, gunpowder and other explosives, live or dead animals (except queen bees and their attendant bees and dried insects), poisons, and any articles liable to injure the mails or the persons handling the same, and which have been declared unmailable by the rulings of the Post-Office Department (sec. 494), and matter relating to lotteries, as described in section 499 (see sec. 539, par. 2), and turn the same into

Matter and articles to be withdrawn from the mails.

What to be turned in to superintendent.

—liquids, explosives, poisons, etc.

Matter without  
addresses. loose in  
Articles loose in  
the mails.

the terminal post-office, accompanied by the pouch or sack label and a report giving the name of the post-office or other source from which such matter was received, and at the same time will make a special report of the matter to their division superintendent. All matter on which the addresses have become detached or erased and all articles found loose in any pouch or sack they will forward under cover to the division superintendent, railway mail service, accompanied by the pouch or sack label, with a special report giving the name of the post-office or other source from which such matter was received.

Certain matter  
in properly dis-  
patched not to be  
detained.

5. Matter which should have been detained at the mailing office as "held for postage," "excess of weight," "coin," should not be stopped in transit. (See sec. 575.)

#### V.—FOREIGN AND DUTIABLE MATTER.

Matter for foreign  
countries in mails  
from Canada.

—to be forwarded  
in accordance with  
foreign scheme.

**Sec. 1520.** Whenever mail matter addressed to foreign countries other than Canada is received in mails from Canadian offices made up for distribution, postal clerks will forward such mails in accordance with the foreign scheme applicable to mails of domestic origin for the foreign countries involved.

Closed mails to or  
from foreign coun-  
tries.

Foreign sealed  
sacks to be for-  
warded to destina-  
tion.

#### **Sec. 1522.**

4. All foreign sealed sacks which are made up abroad and labeled to United States post-offices, as well as direct sacks made up in sea post-offices bearing a label from the sea post-office and addressed to a United States post-office, must be forwarded intact to their destination, to be opened only in the post-office to which they are addressed.

#### VI.—DELIVERY OF MAIL FROM CARS.

Delivery of mail  
matter in transit.

—may be made to  
post-office inspect-  
ors and army and  
naval officers, etc.,  
when.

#### **Sec. 1527.**

2. Mail for a post-office inspector may, however, be delivered as provided in section 633; and all matter addressed to officers and soldiers of the United States Army in the field, and officers, sailors, and marines of the United States Navy in active service, should be forwarded and delivered in accordance with instructions from the proper army and naval authorities, through the general superintendent or division superintendents of the railway mail service.

## CHAPTER 4.

## TREATMENT OF REGISTERED MATTER IN THE RAILWAY MAIL SERVICE.

Sec. 1550. The member of a crew assigned as registry clerk shall have the care and custody of all registered mail received and dispatched from his car, and he shall be in waiting when pouches are opened to take charge of any registered matter that may be contained therein. If for any reason he is compelled to leave the car temporarily, or before the end of the run, he must have permission from the clerk in charge to do so or be authorized to do so by his chief clerk or superintendent; and before leaving the car he must turn over the registered matter to the person designated by the clerk in charge, or his superior officers, taking a receipt for the same.

Duty of member of crew assigned as registry clerk.

## Sec. 1551.

3. Registered mail must not be pouched direct from one railway post-office train to another except in the manner provided in amended paragraph 1, section 1552.

Pouching by railway postal clerks.—direct from train to train forbidden, except.

4. Registered matter must not be pouched to distant offices so as to pass junction offices without examination and record, except where railway post-office trains have direct connection with the trains of branch lines on which there is no railway post-office service, in which case, when ordered by the proper officer of the railway mail service, registered mail may be included in direct pouches exchanged between railway post-office trains and such post-offices as are located on the branch lines. Where there is sufficient time between the arrival and departure of trains at junctions, the registered mails must be transferred to and from the railway post-office and branch lines through the junction post-office. Registered mail must not be included in pouches that lie over at railway junction points.

—to distant offices forbidden, except.

Sec. 1552. Where railway postal clerks make direct connection at junction or terminal points they must deliver to the connecting clerks all registered matter for their lines. At junction points the delivery must be hand to hand, except where there is only one clerk on each of the connecting railway post-offices and the

Delivery of matter at junctions and terminals of route.



conditions are such that neither clerk can leave his car; in such cases registered matter may be included in pouches exchanged between the railway post-offices, if direct and immediate transfer is made; otherwise such matter must be delivered direct to the postmaster or transfer clerk, or pouched into the junction post-office. At terminal offices registered matter must be delivered direct and proper receipts obtained, unless otherwise specially authorized as provided in section 1551.

Transfer of return registers.

4. Railway postal clerks must transfer return (go-back) or missent registered matter at meeting points by hand-to-hand receipt and delivery, or carry the registered matter to a terminal office unless they can be turned back from some other point where hand-to-hand receipt and delivery can be effected through a post-office or transfer clerk. In cases where this treatment would cause material delay such registered matter may be pouched under the following conditions:

*a.* On railway postal lines where two or more clerks are on duty the registered matter may be pouched to any office that can advance delivery of it; in all such cases the pouching of the registered mail in question must be witnessed by two railway postal clerks.

*b.* On railway postal lines having but one clerk on duty the registered matter must be pouched only to such offices on the line as are specifically designated by the division superintendent of the railway mail service, and in all such cases the postal clerk must receive authority from his division superintendent for this exceptional treatment.

Damaged pouches.—treatment of.

**Sec. 1556.** Where railway postal clerks receive registered pouches or sacks in bad condition or bearing damaged or defective locks, their receipts must show such fact, and such pouch or sack must be taken into the first office on the route which exchanges registered pouches or inner sacks at which a hand-to-hand delivery can be made, where it will be treated as directed in section 922. Care must be taken that none of its contents are lost. Postal clerks must keep a record of the facts in such cases for future reference.

Damaged registered package.—treatment of.

2. When a railway postal clerk or transfer clerk discovers a registered package in a damaged condition while in his possession he must indorse such fact on the package and accompanying receipt. The damaged package must be inclosed in a registered-package

jacket and billed in the usual way, a note being made on the bill inclosed in the jacket to the effect that the jacket containing less than five pieces is made up to reinclose a damaged registered package. If the clerk is not provided with registered-package jackets and registry route bills, he shall make the indorsement above required and deliver the package to the post-office at the terminus of his route to be reenveloped as prescribed by section 679.

**Sec. 1557.** Railway postal clerks will be furnished by division superintendents of the railway mail service with registry books. They must guard these books against damage or loss and retain them in their possession for a period of five years from and after their last use, after which they may turn them over to the division superintendents of the railway mail service unless sooner disposed of in accordance with section 1464.

Registry books.  
—how obtained.

# TITLE NINE.

## OFFENSES AGAINST THE POSTAL SERVICE.

### III.—OFFENSES AGAINST GOVERNMENT AND THE REVENUES.

False evidence as to character of publication to secure entry as second class. 1905, Mar. 2, ch. 1304, 33 Stat. L., 823.

**Sec. 1593.** Any person who shall submit or cause to be submitted to any postmaster or to the Post-Office Department or any officer of the postal service any false evidence relative to any publication for the purpose of securing the admission thereof at the second-class rate for transportation in the mails shall be deemed guilty of a misdemeanor, and for every such offense, upon conviction thereof, shall be punished by a fine of not less than one hundred nor more than five hundred dollars.

### IV.—OFFENSES AGAINST PROPERTY BELONGING TO, OR IN USE BY, THE POST-OFFICE DEPARTMENT.

Injuring letter boxes or receptacles or mail matter therein.

R. S., sec. 3869, 1903, Mar. 3, ch. 1009; sec. 3, 32 Stat. L., 1175.

**Sec. 1603.** Whoever shall willfully or maliciously injure, tear down, or destroy any letter box or other receptacle established by order of the Postmaster-General, or approved or designated by him for the receipt or delivery of mail matter on any rural free-delivery route, star route, or other mail route, or shall break open the same, or willfully or maliciously injure, deface, or destroy any mail matter deposited therein, or shall willfully take or steal such matter from or out of such letter box or other receptacle, or shall willfully aid or assist in any of the aforementioned offenses, shall for every such offense be punished by a fine of not more than one thousand dollars, or by imprisonment for not more than three years.

Special - delivery messenger deemed a carrier, etc.

1903, Mar. 3, ch. 1009, sec. 4, 32 Stat. L., 1176.

**Sec. 1603 $\frac{1}{2}$ .** That every special-delivery messenger, when actually engaged in carrying or delivering letters or other mail matter under contract, directly or indirectly, with the Post-Office Department, or employed by the Post-Office Department, shall be deemed a carrier or person intrusted with the mail and having custody thereof within the meaning of sections thirty-eight hundred and sixty-nine, thirty-nine hundred and ninety-five, fifty-four hundred and seventy-two, and fifty-four hundred and seventy-three of the Revised Statutes of the United States.

Violent entry of railway post-office car or malicious assault on clerk.

1903, Mar. 3, ch. 1009, sec. 5, 32 Stat. L., 1176.

**Sec. 1603 $\frac{3}{4}$ .** Whoever by violence enters a railway post-office car or any apartment in any railway car assigned to the use of the railway mail service, or who willfully or maliciously assaults a railway postal clerk in the discharge of his duties in connection with such car or apartment, and whoever willfully aids or assists therein, shall for every such offense be punishable by a fine of not more than one thousand dollars, or by imprisonment for not more than three years.

# TITLE TEN.

## RURAL DELIVERY SERVICE.

### I.—GENERAL PROVISIONS.

- Sec. 1628.** The Postmaster-General is authorized to establish free delivery service in rural communities. Authority to establish. See 1893, Mar. 3, ch. 213, 27 Stat. L., 732; 1902, Apr. 21, ch. 563, 32 Stat. L., 112-113.
- Sec. 1629.** Rural delivery carriers and substitutes shall be appointed by the Postmaster-General. Carriers and substitutes.—how appointed.
- Sec. 1630.** The Postmaster-General is authorized to classify the rural delivery service and fix the compensation to employees in such service. Classification and compensation. 1902, Apr. 21, ch. 563, 32 Stat. L., 113. 1904, Apr. 28, ch. 1759, 33 Stat. L., 440.
2. Letter carriers of the rural delivery service shall receive a salary not exceeding seven hundred and twenty dollars per annum, and no other or further allowance or salary shall be made to said carriers.
3. On and after July first, nineteen hundred and seven, letter carriers of the rural delivery service shall receive a salary not exceeding nine hundred dollars per annum. 1907, Mar. 2 (Public, No. 172).
- Sec. 1631.** Rural letter carriers after twelve months' service [will] be allowed annual leave, with pay, not to exceed fifteen days. Carriers' leave of absence with pay. 1906, June 26, ch. 3546, 34 Stat. L., 477. 1907, Mar. 2 (Public, No. 172).
- Sec. 1632.** Under such regulations as the Postmaster-General may prescribe, a substitute carrier may be employed, at the expense of the regular carrier, to temporarily perform service on any rural delivery mail route. Substitute carriers — employment and compensation. 1902, Apr. 21, ch. 563, 32 Stat. L., 113.
2. Substitutes for rural carriers on vacation shall be paid during the said service at the rate of \$600 per annum; and on and after July 1, 1907, they shall be paid during said service at the rate paid the carrier. See 1906, June 26, ch. 3546, 34 Stat. L., 477. 1907, Mar. 2 (Public, No. 172).
3. Substitutes for rural carriers on leave without pay shall be paid by the carriers the full proportionate share of the carrier's salary for the number of days on which the substitutes perform service, unless they perform service for an entire calendar month, when they shall be paid the full salary for such month. —for what time to be paid by carriers.
4. When for any cause either the regular rural carrier or a bonded substitute is temporarily not available, the postmaster shall administer the oath required Temporary substitutes.



by law to some reliable and competent person, who will perform service as a temporary substitute.

Temporary carriers.

**Sec. 1633.** When a vacancy occurs or an emergency arises necessitating the immediate appointment of a rural carrier and there are no substitutes available and the Civil Service Commission can not promptly certify an eligible, or when it is necessary to defer the appointment of the eligible certified pending investigation, a temporary carrier may be appointed, but such temporary appointment shall not continue for more than thirty days without prior approval by the Civil Service Commission.

Carriers subordinate to postmasters.

**Sec. 1634.** Rural carriers are subordinate to, and shall do their work under, the general direction of the postmasters to whose offices they are attached, subject to the orders of the Department.

Bond required.

**Sec. 1635.** Each rural carrier and substitute carrier shall, at the time of his appointment, give an acceptable bond in the sum of \$500, which will be filed with the Fourth Assistant Postmaster-General, Division of Rural Delivery.

See sec. 243. Amendments to P. L. and R., 1902.

Official oath.

**Sec. 1636.** Every rural carrier and substitute carrier, before beginning active service, shall take the official oath prescribed in section 207 of the Postal Laws and Regulations, and no person who has not taken the prescribed oath shall be given custody of the mail.

Mail boxes.—patrons shall provide.

**Sec. 1637.** Individuals or firms desiring the rural delivery mail service shall provide and erect, at their own expense, boxes the plans or models of which have been examined and certified to by properly designated officials as conforming to the specifications and requirements in design, size, material, and construction prescribed by the Postmaster-General.

—accessible location.

2. Each box shall be erected on the margin of a road regularly traveled by a rural carrier in the performance of service on an established route in such position as to be easily accessible for the delivery and collection of mail without deviating from the official route and without the carrier dismounting from his conveyance.

—shall be numbered.

3. Each rural mail box which conforms to the specifications and requirements and is properly erected on a rural route shall be designated by number in the manner prescribed by the Department.

4. All officers and employees of the Post-Office Department and postal service are prohibited from acting as agents for box manufacturers, and shall not, either by themselves or through others, become interested in the sale of any rural mail box or boxes. —sale of boxes by employees forbidden.

**Sec. 1638.** Rural postal stations may be established and maintained auxiliary to the rural delivery carrier service when necessary to facilitate the transaction of postal business in communities which are so situated as related to the rural routes that a considerable number of residents would suffer serious inconvenience if compelled to receive and dispatch mail and transact money-order and registry business and make purchases of stamp supplies by meeting the carrier each day at some exposed point on a route; or such stations may be established in localities, not provided with post-offices, where rural carriers are required to exchange mail and transact other postal business. Rural postal stations, establishment of. See 1903, Mar. 3, ch. 1009, 32 Stat. L., 1171.

2. Rural postal stations shall be tributary to post-offices which are distributing offices for rural delivery; and each of such stations shall be under the control of a clerk in charge, who shall be subordinate to the postmaster at said office. —tributary to post-offices. —clerks in charge of.

3. Clerks in charge of rural postal stations shall be appointed by the Postmaster-General at an annual compensation to be fixed by him, and shall give bond. Compensation and bond of clerks.

## II.—PERFORMANCE OF SERVICE.

**Sec. 1639.** Postmasters shall see that the rural carriers attached to their offices are familiar with the regulations and instructions pertaining to the rural delivery service and thoroughly understand their duties. Postmasters to see that carriers are instructed.

**Sec. 1640.** It shall be the duty of rural carriers to collect and deliver mail on their routes; to serve with locked pouches post-offices whenever such service is authorized; to sell stamp supplies; to receive and receipt for matter presented for registration; to deliver registered matter; to take money-order applications and money therefor; and to perform such other duties as may be required by law or regulations, instructions, and the rules of the offices to which they are attached. Duties of carriers.

**Sec. 1641.** Each rural carrier shall provide for use in the performance of service a suitable conveyance so Conveyance provided by carrier.

constructed as to thoroughly shelter and protect the mail from damage or loss.

— for substitutes.

2. In all cases where a rural carrier is absent from duty he shall see that the substitute carrier is provided with a suitable conveyance, and if the substitute uses the carrier's conveyance, the carrier may make a reasonable charge therefor.

Personal service required.

**Sec. 1642.** Rural carriers shall personally serve their routes unless prevented by illness or absent on leave duly authorized.

Routes to be served daily.

**Sec. 1643.** Rural carriers shall serve their entire routes daily, except Sundays and holidays on which suspension of service is authorized by the regulations, unless otherwise instructed by the Department. No pay will be allowed for any period during which service is entirely suspended without proper justification, and deductions will be made when, without good cause, only partial service is rendered.

Deductions made, when.

Schedules, — shall be strictly observed.

**Sec. 1644.** In making their trips, rural carriers shall conform to the schedules fixed by the Department for their departure from and return to post-offices, unless existing conditions render it impossible or unless authorized to deviate therefrom by the postmasters at the distributing offices, and will report for duty a sufficient length of time in advance of the hour fixed for their departure to enable them to carefully route and work their mail for distribution.

Specific instructions when start not made from distributing offices.

2. Rural carriers who do not start from distributing post-offices on their trips will be governed by the specific instructions given by the Department in such cases.

Suspension of service on holidays.

**Sec. 1645.** Suspension of service by rural carriers is authorized on the following holidays: New Year's Day (January 1), Washington's Birthday (February 22), Decoration Day (May 30), Independence Day (July 4), Labor Day (first Monday in September), and such day in each calendar year as the President may set apart as Thanksgiving Day.

— when holiday falls on Sunday.

2. When a legal holiday falls on a Sunday, the following Monday may be observed, unless otherwise specially provided by proper authority.

Sunday service.

**Sec. 1646.** When post-offices are open on Sundays and legal holidays for the delivery of mail, postmasters may require rural carriers to report at the offices for

one hour to assist in delivering mail to patrons of the rural delivery service.

**Sec. 1647.** [Rural] carriers shall not solicit business or receive orders of any kind for any person, firm, or corporation, and shall not, during their hours of employment, carry any merchandise for hire: *Provided*, That said carriers may carry merchandise for hire for and upon the request of patrons residing upon their respective routes, whenever the same shall not interfere with the proper discharge of their official duties, and under such regulations as the Postmaster-General may prescribe.

Carriers prohibited from soliciting business.  
1904, Apr. 28, ch. 1759, 33 Stat. L., 440.  
—may carry merchandise for hire.

2. Rural carriers are permitted to carry outside of the mails for hire, for and upon request of patrons of their routes, only unmailable articles or packages of merchandise, and packages containing mailable and unmailable articles weighing in the aggregate 4 pounds or under, provided such articles are received from one merchant or patron to be delivered to one merchant or patron.

—what may be carried outside the mails.

**Sec. 1648.** Rural carriers will be reprimanded, suspended with loss of pay, or removed from the service for infractions of the postal laws and regulations or orders of the Department, as the nature and gravity of their offenses may require.

Penalty for delinquencies.

III.—MAIL MATTER.

**Sec. 1649.** All regulations relative to the handling, delivery, and collection of mail matter, which are applicable, shall govern in the delivery and collection of such matter by rural carriers, except as otherwise specified herein or modified by authority of the Department.

Treatment of mail matter.  
—general regulations to apply.

**Sec. 1650.** Mailable matter, when deposited in rural mail boxes, is subject to the rules regulating mail matter, including the payment of postage thereon at regular rates.

Mailable matter placed in rural mail boxes.

**Sec. 1651.** Mail matter collected on a rural route will be canceled at the office at which such mail is deposited for delivery or dispatch.

Mail matter collected.  
—cancellation of, in office.  
—cancellation of, by rural carriers, when.

2. Mail matter collected by a rural carrier or received by one carrier from another which can be delivered by the receiving carrier prior to his return to the distributing office shall be so delivered after the carrier who effects delivery shall have canceled the stamps



thereon by writing legibly across such stamps, with an indelible pencil, the date, name of the distributing office, State, and number of route. If, however, such mail is addressed to another post-office than the distributing office of the route on which it may be delivered, it must not be canceled by the carrier, but dispatched to the office of address.

Undelivered mail matter.

—to be returned to post-offices.

**Sec. 1652.** Mail matter which from any cause can not be delivered by rural carriers should be promptly returned by carriers to the distributing offices after rural carriers have briefly noted in pencil on face of mail matter reason for nondelivery.

—not to be kept in possession of carriers.

2. No mail matter of any kind shall be retained in the possession of rural carriers when not on duty, except by specific authority of the Department or in cases of extreme emergency.

## JOINT REGULATIONS

### GOVERNING THE TREATMENT OF DUTIABLE AND SUPPOSED DUTIABLE ARTICLES RECEIVED IN THE MAILS FROM FOREIGN COUNTRIES.

The following joint regulations governing the treatment of dutiable and supposed dutiable articles received in the mails from foreign countries supersede all regulations upon the subject in the Postal Laws and Regulations, edition of 1902:

1. Whenever necessary to properly safeguard the revenue and expedite the delivery of foreign mails, collectors of customs will detail competent subordinates for duty at exchange post-offices of receipt at which offices postmasters will provide proper facilities for the treatment of foreign mail packages by customs officers, and shall keep such officers advised of the prospective arrival of each mail from abroad.

Detail of customs officers; proper facilities; notice of arrival of foreign mails.

2. Customs officers are authorized to be present at the opening and distribution at exchange post-offices of receipt of mails from abroad, and to first segregate the dutiable and supposed dutiable packages, sealed and unsealed, registered and not registered (registered only in the presence of an authorized representative of a postmaster), from those clearly nondutiable. Letters in their usual and ordinary form will be segregated by postal employees.

Segregation of foreign mails at exchange post-offices of receipt.

3. Letters and packages, sealed and unsealed, registered and not registered, addressed to ambassadors, ministers, and chargés d'affaires representing foreign governments at Washington, will be delivered to the addressees by postmasters without submission to or the intervention of customs officers.

Letters and packages for ambassadors, etc.

4. Letters and sealed packages addressed to consular and other officers not mentioned above, bearing the seal of the foreign government or inclosed in its official envelope and indicating from a casual examination by a customs officer, when such officer is available for the purpose, or by a postmaster when a customs officer is not available, without breaking the seal,

Letters and packages for consuls, etc.

that they contain only official documents, shall be immediately forwarded to the parties addressed. If letters and packages so addressed bear the appearance of containing merchandise of any character, they will be treated in the manner provided in these regulations for sealed packages.

Unsealed parcels so addressed will be treated in the manner provided in these regulations for unsealed parcels.

Letters and packages for Government officials.

5. Letters and sealed packages addressed to officials of the United States Government, which, from a casual examination by a customs officer, when such officer is available for the purpose, or by a postmaster when a customs officer is not available, appear to contain only official documents, shall be immediately forwarded to the parties addressed. If letters and sealed packages so addressed bear the appearance of containing merchandise of any character, they will be treated in the manner provided in these regulations for sealed packages.

Unsealed parcels so addressed shall be treated in the manner provided in these regulations for unsealed parcels.

Diplomatic or official pouches.

6. It is not permissible to place dutiable or prohibited articles, sealed or unsealed, in "diplomatic pouches," so called, going directly to the Department of State. Such articles found therein are subject to the customs laws and regulations.

Test to determine whether an unsealed parcel is a universal postal or parcel-post convention parcel.

7. The test to determine whether an unsealed dutiable parcel is liable to the provisions of the universal postal or parcel-post convention when received from a country party to these two conventions, and with which there is no postal convention or to which domestic postal conditions have not been applied, shall be the declaration which is required to accompany parcel-post packages. In the absence of a declaration, the parcel shall be treated as a Universal Postal Convention parcel, but may, however, be segregated and examined by customs officers at exchange offices of receipt, as is done in the case of parcel-post packages.

Labels.

8. For the purpose of tracing letters and sealed packages which may be liable to customs duty, labels designated Form A and Form B, bearing serial numbers and the legend "Supposed liable to customs duty,"

will be furnished and should be attached to such letters and packages by customs officers when available, and by postal employees in the absence of customs officers. The instructions printed on the labels must be carefully observed.

These labels are not to be used when letters or sealed packages are for delivery within the limits of the exchange post-offices at which they are received from abroad, but, instead, such letters and packages are to be stamped by the segregating officer "Supposed liable to customs duty."

9. A sealed package is such as can not be opened without destroying the wrapper or causing material damage to the contents. Sealed package defined.

10. Sealed packages other than letters in their usual and ordinary form from Canada, Mexico, Cuba, and the Republic of Panama shall be immediately returned by exchange post-offices of receipt to the foreign exchange post-offices from which they were dispatched. Sealed packages from Canada, Mexico, Cuba, and the Republic of Panama.

11. Sealed packages, registered and not registered (except letters in their usual and ordinary form), for delivery at exchange post-offices at which received from abroad shall, after being segregated—the supposed dutiable from the nondutiable—by customs officers, and the supposed dutiable so stamped by said officers, be left in the custody of postmasters, who will immediately notify the addressees, on the general form provided for that purpose by the Post-Office Department, of the receipt of the packages and to appear and open the same in the presence of a customs officer. The package opened, the addressee will be required to at once hand the same to a customs officer for examination, and, if dutiable, the issuance of a mail entry and the collection of the proper charges, after which the package shall be delivered to the addressee by a customs officer. Sealed packages for delivery at exchange post-offices of receipt.

Registered packages will be segregated only in the presence of an authorized representative of the postmaster, and shall be receipted for by the addressees before being opened.

12. Sealed packages, registered and not registered (except letters in their usual and ordinary form), for delivery outside of exchange post-offices at which received from abroad, will, after they are segregated— Sealed packages for delivery at post-offices other than exchange post-offices of receipt.



the supposed dutiable from the nondutiable—by customs officers, and the supposed dutiable properly labeled by said officers, be promptly forwarded by postmasters to the post-offices of delivery. Upon receipt of such a package at a post-office of delivery the postmaster will notify the addressee, on the general form provided by the Post-Office Department, of its receipt and to appear and open the same in the presence of a customs officer, if one be located at said office. The package opened, the addressee will be required to at once hand the same to the customs officer for examination, and, if dutiable, the issuance of a mail entry and the collection of the proper charges, after which the package shall be delivered to the addressee by the customs officer.

If no customs officer is located at the post-office of delivery, the package will be opened in the presence of the postmaster, who will immediately thereafter forward the same, under official registration, to the postmaster at the place where the nearest customs officer is located, for submission to said officer, that he may determine whether the contents are in fact dutiable. The customs officer will promptly examine the contents and, if dutiable, issue a mail entry to cover the proper customs charges, place the same in the envelope provided for the purpose by the Treasury Department, and securely attach the envelope to the package, which should be promptly returned, under official registration, to the postmaster at the post-office of delivery, who will collect the customs charges and transmit the same, together with the mail entry, in registered letter, using penalty envelope, to the customs officer who issued the entry.

Registered packages will be segregated only in the presence of an authorized representative of the postmaster, and shall be receipted for by addressees before being opened.

When a postmaster is not advised as to the location of the "nearest customs officer," this information will be furnished upon application to the Secretary of the Treasury.

Letters for delivery at exchange post-offices of receipt.

13. Letters in their usual and ordinary form, registered and not registered, for delivery at exchange post-offices at which received from abroad, shall be

segregated—the supposed dutiable from the nondutiable—by postal employees, and the supposed dutiable so stamped by said employees, after which they will be treated in the manner provided in these regulations for sealed packages for delivery at exchange post-offices of receipt.

14. Supposed dutiable letters in their usual and ordinary form, registered and not registered, for delivery at post-offices other than the exchange offices at which received from abroad, will be segregated and stamped “Supposed liable to customs duty” by postal employees, after which they will be treated by postmasters at offices of delivery in the manner provided in these regulations for sealed packages for delivery at offices other than exchange post-offices of receipt.

Letters for delivery at offices other than exchange post-offices of receipt.

15. Letters which may contain dutiable articles received and distributed by railway post-offices exchanging mails with Canada, Mexico, and Cuba will be properly labeled (Form A or B, as the case may be) “Supposed liable to customs duty” by railway postal clerks and forwarded to destination, care being taken to follow the instructions printed on said labels. Postmasters at offices of delivery will apply the regulations for sealed packages for delivery at offices other than exchange post-offices of receipt.

Letters distributed by railway post-offices.

16. If an addressee fails to respond within thirty days to the notice sent him of the receipt of a letter or sealed package, the same will be treated as undelivered, except in the case of a registered package, which, under the postal regulations, is required to be held for a longer period.

Failure of addressees to respond to notices to appear.

17. If an addressee of a letter or sealed package supposed liable to duty, after opening the same for the purpose of customs inspection, declines to accept delivery of the article, it shall be reclosed by means of an “official seal” of the Post-Office Department, marked “Refused,” and treated as other undeliverable sealed articles, and the receipt in the case of a registered package shall be so marked.

Refusal of addressees to accept delivery of letters and sealed packages.

18. Postmasters retain custody of letters and sealed packages until they are opened by addressees. Therefore customs officers will not open or seize any letter or sealed package until after it is opened by the addressee. Seizable packages for delivery at offices where

Seizure of letters and sealed packages.

there is no customs officer may, upon request of a customs officer, be taken into custody by postmasters, after being opened by addressees, and forwarded to said officer.

Letters and sealed packages smuggled and placed in domestic mails.

19. When a customs officer can establish to the satisfaction of a postmaster or a clerk in charge of a railway post-office that a dutiable letter or sealed package has been smuggled into the United States and placed in the mails, it shall be the duty of the postmaster or railway postal clerk in charge to label or permit the customs officer to label such package "Supposed liable to customs duty." In addition, the officer labeling the package shall place thereon the word "Smuggled." The package shall then be forwarded to the office of delivery. Upon receipt of the package at the office of delivery the postmaster shall notify the addressee to appear, receipt for (in the case of a registered package), and open the same. When the package has been opened, it shall be delivered into the custody of the nearest customs officer, who will be governed in the treatment thereof by the customs laws and regulations in relation to the seizure and forfeiture of smuggled articles.

Fines collected on letters and sealed packages can not be refunded.

20. Customs fines collected on letters and sealed packages can not be refunded. If any dissatisfaction exists payment should be suspended and notice given to postmasters, who will hold the goods and immediately communicate the grounds of objection to the collectors of customs issuing the entries and forward to them such papers or statements as the addressees may submit.

Undelivered letters and sealed packages.

21. Undelivered letters and sealed packages supposed to contain dutiable articles when returned to the country of origin are to be forwarded through the Division of Dead Letters, Post-Office Department, or the exchange post-offices, as provided in the Postal Laws and Regulations.

Redirected letters and sealed packages.

22. When a supposed dutiable letter or sealed package is redirected from one post-office to another, the postmaster at the forwarding office must be careful to see that the label "Supposed liable to customs duty" remains attached thereto, and shall notify the collector of customs as per label Form A or the Auditor for the Treasury Department as per label Form B, as in the

case of undeliverable articles, stating the date of forwarding and name of post-office to which forwarded.

23. Unsealed parcels, registered and not registered, for delivery at exchange post-offices at which received from abroad shall, upon arrival at such offices, be first segregated—the dutiable from the nondutiable—and examined by customs officers. Said officers will prepare mail entries to cover the duties on parcels found to be dutiable, which entries shall be securely attached to the parcels, and the latter left in the custody of postmasters, who will cause the delivery thereof and the collection of the duties. The sums so collected, together with the entries, should be promptly handed to the proper customs officers.

Unsealed parcels for delivery at exchange post-offices of receipt.

Registered parcels will be segregated and examined only in the presence of an authorized representative of a postmaster.

24. Unsealed parcels, registered and not registered, for delivery outside of exchange post-offices at which received from abroad shall, as before, be segregated and examined by customs officers. Said officers will prepare mail entries to cover the duties on parcels found to be dutiable and place said entries in envelopes provided for that purpose, which envelopes should be securely attached to the parcels and the latter left in the custody of postmasters. Postmasters will promptly forward such parcels to the post-offices of delivery. Upon receipt of the parcels at post-offices of delivery, postmasters will, on delivery to addressees, collect the duties and forward the same, together with the mail entries, in registered letters, using penalty envelopes, to the customs officers who issued the entries.

Unsealed parcels for delivery at offices other than exchange post-offices of receipt.

25. Unsealed ordinary parcels from Canada, Mexico, and Cuba distributed by railway post-offices will be segregated—the supposed dutiable from the nondutiable—by railway postal clerks, and the supposed dutiable parcels placed in sacks or packages, which are to be closed, marked “Supposed liable to customs duty,” and forwarded to the post-office nearest the end of their run at which there is a customs officer. The postmaster at such office will promptly submit the sacks or packages to the customs officer, who will follow the regulations for the treatment of unsealed par-

Unsealed ordinary parcels distributed by railway post-offices.



cels for delivery at exchange post-offices or offices other than exchange post-offices, as the case may be.

Redirected unsealed parcels.

26. When an unsealed parcel is redirected from one post-office to another, the postmaster at the forwarding office will be careful to see that the customs mail entry covering the duty accompanies the parcel to the office of delivery.

Refusal of addressees to accept delivery of unsealed parcels.

27. Should an addressee refuse to accept delivery of an unsealed dutiable parcel, the same shall be treated in the manner provided in these regulations for undelivered unsealed parcels, except in the case of an unsealed Universal Postal Convention parcel, which should be treated as an undelivered sealed parcel.

Undelivered unsealed parcels.

28. Undeliverable unsealed dutiable parcels (except registered from Cuba and the Republic of Panama) from Canada, Mexico, Cuba, and the Republic of Panama will be specially returned by postmasters at post-offices of delivery within a period of thirty days from the date of their receipt at such offices, under official registration, marked to show why they were not delivered, to the collectors of customs at the United States exchange post-offices of receipt issuing the mail entries covering such parcels. Collectors of customs will, after satisfying themselves that the mail entries correspond therewith, hand the parcels to the postmasters at the exchange offices for return to the country of origin.

Unsealed registered parcels from Cuba and the Republic of Panama will be returned through the Division of Dead Letters, Post-Office Department.

Disposition of letters and sealed or unsealed parcels not returned to country of origin.

29. If for any cause an undelivered supposed or known dutiable letter, sealed or unsealed parcel is not returned to the country of origin, it shall be delivered to the proper customs officer for disposition under the customs laws and regulations governing seized or unclaimed articles, as the case may be.

Unsealed dutiable parcels smuggled into the United States and placed in the mails.

30. When a customs officer can establish to the satisfaction of a postmaster or clerk in charge of a railway post-office that an unsealed dutiable parcel has been smuggled into the United States and placed in the mails, it shall be the duty of the postmaster or clerk in charge of a railway post-office to deliver the parcel (except in the case of a registered parcel, which will be treated as a sealed registered smuggled package)

into the custody of the customs officer for proper disposition under the customs laws and regulations. The customs officer will at once notify the addressee of the parcel of the seizure thereof and the reason therefor.

31. Customs officers will issue mail entries to cover each dutiable article, sealed or unsealed, examined by them. Such entries covering undeliverable dutiable articles must be marked by postmasters to show how the articles were disposed of at their offices and returned to the collectors of customs who issued them.

Customs mail entries.

32. When a customs officer determines that any letter, sealed or unsealed parcel examined by him is not dutiable, he shall stamp it "Passed free of duty" or "Not dutiable," attach his initials or full signature, and state the name of the port.

Stamping non-dutiable letters and sealed or unsealed parcels.

33. Should a customs officer fail to take prompt action concerning any letter, sealed or unsealed parcel submitted to him for examination by a postmaster, the Secretary of the Treasury should be duly notified by such postmaster.

Failure of customs officers to take prompt action.

34. If a postmaster fails to make return of customs collections within thirty days from the date of the issuance of a mail customs entry, the customs officer issuing such entry will report the facts to the chief inspector, Post-Office Department, Washington, D. C., for investigation. The chief inspector will promptly advise the customs officer of the result of such investigation.

Failure of postmasters to make prompt return of customs collections.

35. Should a letter, sealed or unsealed parcel containing articles supposed or known to be dutiable escape detection at an exchange office of receipt, it shall be the duty of the postmaster at the office of delivery to submit the package to the nearest customs officer for proper action.

Failure to detect dutiable articles at exchange offices.

36. Postmasters and customs officers will take special notice of the postal and customs regulations concerning copyrighted and other articles prohibited importation in the mails.

Prohibited importations.

37. Postmasters at exchange offices of receipt will permit customs officers to examine at irregular intervals, and at least once every thirty days, newspapers received in the mails from foreign countries. If deemed necessary for the protection of the revenue, such newspapers may be examined at more frequent intervals.

Examination of newspapers by customs officers.

Careless or im-  
proper repacking.

38. Postal and customs employees must exercise the utmost care in repacking articles contained in parcels opened by them. In any case where it can be shown that an article has sustained damage as the result of careless or improper repacking, the postal or customs employee who repacked the article will be held responsible for the damage.

Mails not to be  
delayed.

39. The mails are not to be unnecessarily delayed in order to search for dutiable articles.

All regulations, decisions, or orders inconsistent with these joint regulations are hereby revoked.

The above regulations are hereby adopted.

L. M. SHAW,  
*Secretary of the Treasury.*

GEO. B. CORTELYOU,  
*Postmaster-General.*

WASHINGTON, D. C., *February 25, 1907.*

LABEL.—FORM A.

TO BE SECURELY ATTACHED TO PACKAGE.

SERIAL No.

SUPPOSED LIABLE TO CUSTOMS DUTY.

POSTMASTER: Treat this package as required by joint regulations approved February 25, 1907, for letters and sealed packages for delivery at other than exchange post-offices of receipt.

If package undeliverable, state cause, how disposed of, and give serial number to collector of customs at post-office of delivery.

LABEL.—FORM A.

COUPON: To be detached. (See Note.)

SERIAL No.

To be used exclusively for letters and sealed packages for delivery at New York, Boston, Philadelphia, Baltimore, Chicago, New Orleans, and San Francisco. Not to be used when letter or package is for delivery at exchange post-office of receipt.

To Collector of Customs at

-----  
(Office attaching label.)

-----  
(Office of delivery.)

Package labeled "Supposed liable to customs duty" forwarded to postmaster at

-----  
(Place to which forwarded.)

NOTE.—Officer affixing label will detach and mail this coupon in penalty envelope to collector of customs at place of delivery.

LABEL.—FORM B.

TO BE SECURELY ATTACHED TO PACKAGE.

SERIAL No.

SUPPOSED LIABLE TO CUSTOMS DUTY.

POSTMASTER: Treat this package as required by joint regulations approved February 25, 1907, for letters and sealed packages for delivery at offices other than exchange post-offices of receipt.

If package undeliverable, state cause, how disposed of, and give serial number to Auditor for Treasury Department, Washington, D. C.

Customs officer will, if package nondutiable, so report to Auditor for Treasury Department, giving serial number.

LABEL.—FORM B.

COUPON: To be detached at post-office of delivery. (See Note.)

SERIAL No.

TO AUDITOR FOR TREASURY DEPARTMENT,  
Washington, D. C.:

Package bearing above serial number has been submitted to customs officer at

Postmaster at

-----  
(Location of customs officer.)

-----  
(Office of delivery.)

NOTE.—Postmaster at office of delivery will promptly detach and mail this coupon to Auditor for Treasury Department, Washington, D. C., using penalty envelope.

LABEL.—FORM B.

COUPON: To be detached by officer labeling package. (See Note.)

SERIAL No.

-----  
(Office attaching label.)

AUDITOR FOR TREASURY DEPARTMENT,  
Washington, D. C.

Package labeled "Supposed liable to customs duty" forwarded to postmaster at

-----  
(Office of delivery.)

NOTE: Officer affixing label will promptly detach and mail this coupon in penalty envelope to Auditor for Treasury Department, Washington, D. C.



## FRONT.

POST OFFICE-----  
OFFICIAL BUSINESS.

Penalty for private use to avoid  
payment of postage, \$300.

## REVERSE.

POST OFFICE-----, 190

You are hereby informed that an article of-----mail  
(Here state whether registered or not registered.)  
matter of foreign origin, addressed to you, has been received at this  
office, supposed to contain matter liable to customs duties.

Please call at this office between-----a. m. and-----p. m. (Sundays  
and holidays excepted), and open the article for customs inspection.  
If not called for within thirty days, the article will be returned to the  
country of origin, or sent to the Division of Dead Letters, Post-Office  
Department.

If not convenient to call, you may authorize, in writing, some one to  
represent you. -----

Postmaster.











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